



People Team Administrator (Apprentice)

Location: Watford, Hertfordshire

Salary: £11,000 per annum

Working Hours: Monday – Friday, 09.00-17.00 (one day per week dedicated to study)

Start Date: ASAP

CSP Ltd. are a leading service provider specialising in venue & event management. We work in partnership with leading sports and entertainment venues in the UK providing a number of services including; internal and external traffic management, security & stewarding and crowd management services. We are looking for a bright, confident individual who has an appetite to grow and learn. In this role you will be working towards an NVQ Level 3 Apprenticeship qualification in Business & Administration whilst providing administrative support to our People Team that comprises of; Human Resources, Learning and Development, Compliance and Recruitment and Resources.

About the Job

- Are you excited by the prospect of engaging with people internally and externally, supporting different functional areas?
- Do you want to be responsible for ensuring our workforce is fully compliant and we have the information we need about our employees and casual workers at our fingertips?
- Do you embrace working in a noisy office, taking the positives out of working for a busy, operational environment?
- Are you the kind of person that can quickly identify a mistake when looking through paperwork?

If so, then this role is for you...

About You

We know what makes this job hard is the pressure of high level of administration and the frustration of chasing employees and casual workers continually for their documents, whilst providing a high standard of customer service. You'll be a multi-tasking, flexible person who learns quickly and gets satisfaction from achieving a quick turnaround on receipt of compliance documentation. Aside from Maths and English GCSE grades A-C (or equivalent), no specific qualifications are necessary for this role, we just need you to be a confident, personable character with a great telephone manner and administration skills and experience - it's far more important to us that you are energetic, proactive and hardworking.

Our Perks

It's important to CSP that all our people feel well catered for, which is why we are based on a modern business park with exclusive discounts available locally, company socials and plenty more! Add in a competitive annual leave package, dress-down Fridays, in-office charity events, and the abundance of cake and sweets (it's always someone's birthday) you can see that we want our people to feel good inside and out. Our advice though? Be quick if you want a slice...

To apply for the role, please visit the Talentspa website and enter the reference **020PTA** (<https://jobs.talentspa.co.uk/talentspa/search>)



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