



Become part of our SWARCO team as

L&D Administration Apprentice

Location: Leicester, United Kingdom | Full time

Your Challenge

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We have a new opportunity for an enthusiastic individual looking to start their career within Learning and Development. As the L&D Administrator (apprentice) you will support the wider Learning & Development team in all manner of administrative duties and reporting. As this is an Apprentice role, there is a standard requirement for 20% of working time to be dedicated to completing the level 3 Business Administration Apprenticeship or level 3 Learning and Development Practitioner depending on experience.

Key Responsibilities

- Certification management and administration
- Administration of the organisation's Learning Management System including the set up of new joiners, processing leavers and the allocation of learning profiles
- Generating reports from the company's LMS system and providing MI to the L&D Manager
- Raising and goods receipting purchase orders
- Arrange external training venues where required
- Supporting L&D Manager with training needs analysis for the business
- Liaising with external training partners to support ongoing training and development needs within the business
- Diary Management of the L&D Trainers

Your Profile

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- GCSE's or equivalent including English & Maths (Level 4 & above)
- Stakeholder management capability with colleagues from across all levels
- Ability to work to deadlines
- Good organisational skills
- Good communicator
- Ability to prioritise
- Good telephone manner
- Attention to detail
- Right to live and work in the UK
- Ability to commute to the office in Leicester on a daily basis

Your Benefit

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As well as providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- Competitive Salary
- 25 days holiday rising to 28 days with bank holidays in addition, plus the option to buy agreed number of

days

- Your birthday off
- Employee discount scheme with discounts online, in high street stores, cinema, holidays, restaurants and many more
- Generous employer pension contributions
- Employee Assistance Programme
- Life assurance up to 6x salary

Interested?

Please apply by clicking on the apply button

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.

We have a responsibility to ensure that all employees are eligible to live and work in the UK, therefore successful candidates must have the right to work in the UK by the start of their employment. We are an equal opportunities employer.

*Agencies, please note, that should we require recruitment agency involvement, **we will contact the agencies on our PSL**; we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company for a role we have not actively engaged with you on, you should be aware that they have no authority to enter into an arrangement with you and we will consider the CV a gift! We will not be liable for any payment you charge in relation to it.*

#LI-GB1

Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

SWARCO UK & Ireland Ltd

Centurion Way
Meridian Business Park
Leicester
Leicestershire
LE19 1WH +44 (0)116 282 8500

Information on processing of your personal data is available [here](#).