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Business Apprentice - Recruitment Department - 12 month placement

Job Title	Business Apprentice - Recruitment Department - 12 month placement
Salary	£132.10 per week
Based at	Tonbridge
Grade	ASG Apprentice
Allowances	Not Applicable
Shifts	No
Hours of work	37
Job Expiry Date	02 May 2016

Overview of the Business Apprentice - Recruitment Department - 12 month placement Role

About us

Southeastern is one of the busiest commuter rail companies in the UK running more than 2,000 trains, and carrying nearly 600,000 passengers every day between London, Kent and East Sussex. We also run the UK's only high speed train service on our 'Javelin' trains with a top speed of 140 mph.

Just over 4,000 employees - mostly from the communities that we serve - work together to provide this vital service and we are looking to expand our successful team. We have a strong set of values that shape the way we run our business and guide our staff in delivering what our customers need. These are:

- We care passionately about our people and our passengers
- We make the difference together
- We aim to be the best

Your role

We are looking for an apprentice to work in our Recruitment Team based at our Tonbridge offices.

The role provides day to day business and administrative support to the Recruitment Team. The administrative requirements include a full range of office duties and customer facing services. Supervised development in business and administration duties is part of the job and time is allocated within working hours, for completion of study as agreed by the Recruitment Manager.

About you

To excel in your role, you will need to be able to demonstrate the following:

- Good working knowledge of IT systems, including Word and Excel.
- Numerate and literate
- Good organisational skills with an eye for detail
- Maintain confidentiality at all times.
- Friendly and professional
- Able to communicate effectively and confidently at all levels
- Team work, aligns with others to deliver common goals, shares ideas and information, support colleagues and works effectively with others.
- Flexible and adaptable

Working here

Based at Tonbridge you will be required to work 37 hours per week

Extra benefits

Southeastern recognises the value of every individual employee and offers benefits that reflect this.

As well as a generous salary, we offer an impressive benefits package which includes free travel on Southeastern, London Midland, GTR and Gatwick Express rail services. After a qualifying period, you can also look forward to reduced rate travel on other train operators

You'll receive a generous annual holiday entitlement and access to an array of discounts for retail and leisure products through our 'Benefits for You' scheme.

Next steps

If you like what you've read here and think you are the person we're looking for then we'd like to hear from you.

As part of our recruitment process you will complete a series of aptitude tests, and undergo a medical and drugs/alcohol screening, prior to employment.

Southeastern welcomes applications from a diverse range of candidates regardless of background, disability or gender and is committed to creating a workforce as diverse as the communities we serve

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