

# come and work with us



## Engage, Learn and Develop with Barhale

### Apprentice Recruitment Administrator

#### The Role:

We are looking for an enthusiastic Apprentice Recruitment Administrator, to be part of our HR Team. The role will be based at our Head Office in Walsall and provides a fantastic opportunity for someone interested in starting a career in recruitment and to gain valuable experience working within a busy recruitment and HR office. You will receive a dedicated development programme and mentoring support and will be working towards an NVQ in Business Administration.

To be considered for an apprenticeship you must have a genuine interest in recruitment, business and be fully committed to attend college.

#### Key Responsibilities:

Monitor the central inboxes and collate, check and process incoming requests and respond to general queries.

Upload all adverts to our website and job boards/social media as appropriate.

Assist in the arrangement of interviews, collate pre, during and post-interview paperwork

Update resource trackers where appropriate.

Maintain an understanding of the vacancies and resource trackers to provide data for monthly reports.

Liaise with our preferred suppliers for recruitment of temporary staff, monitor start and leave dates.

Assist with the production of internal vacancy bulletins.

Assist with the planning of open days/careers events in line with the Source strategy.

#### Benefits:

We offer a competitive salary as well as a pension and benefits.

#### About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunneling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunneling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunneling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

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## **How to apply:**

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.