

come and work with us



Engage, Learn and Develop with Barhale

Apprentice Training Administrator

The Role:

We are looking for an enthusiastic Apprentice Training Administrator, to be part of our Learning & Development Team. The role will be based at our Training Centre in Walsall and provides a fantastic opportunity for someone interested in starting a career in training to gain valuable experience working within a busy training centre. 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 learning & development and be fully committed to attend college.

Key Responsibilities:

- Assist the wider team with booking all training courses that are held at the centre
- Processing and issuing of training certificates
- Monitoring the room bookings calendar
- Ensuring rooms are set-up with the correct equipment as requested by our clients
- Updating the CITB training completion database
- Populating the agreed Core Skills Matrix with competencies held by Barhale staff
- Reviewing and cleansing training folders as directed by Training Coordinator
- Respond to ad-hoc training enquiries, directing queries to the relevant team member as appropriate

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.

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.