

ISIS Training

JOB DESCRIPTION

The information in this job description is intended to provide both post holder and managers with an understanding and appreciation of the workload of this particular role and its position within ISIS Training.

The job description outlines the main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

Post Title: Apprentice Marketing

Aim: To undertake administrative and support duties to a high standard, to provide a good service to the Learning and Development Brokers team.

Responsible to: Operations Manager

Key Duties:

- Ensure data is input accurately into central systems (CRM and AV) for recruitment and marketing purposes
- To help with mail shots and marketing campaigns and make follow up phone calls.
- To communicate with employers and learners to arrange interviews and booking of diaries for the team.
- To arrange interview days for Apprenticeship vacancies
- Support colleagues in delivering the correct quality of information and paperwork to deadlines
- Provide a polite, professional and helpful reception to visitors and telephone callers
- Provide clerical support in other departments as requested and reception duties as necessary
- Maintain a sound knowledge of the systems and procedures to ensure compliance and consistency.
- Comply with all standards and procedures as laid down in contracts, quality manuals, policies and procedures

- To promote ISIS Training and the programmes it delivers in a positive and professional manner.
- To uphold and comply with the ISIS commitment and culture of Equality and Diversity.
- To maintain a positive attitude to health and safety in carrying out personal responsibilities and to co-operate with the Health and Safety/local rules/code of practice relating to health and safety matters.
- To comply with ISIS and legislative requirements of data protection.