

SIAS Administrator Vacancy

This is an exciting opportunity for an Administrator to support the Operations team at SIAS, by providing a wide range of administrative support to the assessment service. This is a busy and successful business within the science and engineering apprenticeship sector where accuracy and precision in our operations are critical to our on-going success.

Applicants should have a track record in working in high volume environments with excellent attention to detail in ensuring the quality and integrity of the information being recorded. This is a key customer facing role within the business and the administrator will be a key point of contact for our external customers.

As you will be working with a variety of systems you must have a high standard of computer skills such as an EPA/Awarding system. CRM system and/or SharePoint.

This position is based in Warrington – full time for a fixed term of 12 months

Remuneration Package

- Salary circa £25,000 per annum dependent on experience
- Pension – 6% company contribution
- Life Assurance
- 28 days holiday plus 8 bank holidays (FTE)
- Opportunity to buy-back 5 extra days annual leave (FTE)
- Optional Private Health Care package
- Hybrid working
- Employee Assistance Programme
- Bonus Scheme
- Aspire Award Scheme
- On-site parking
- Long Service Awards
- Company Events
- Gym Discount
- Training & Development

Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

To apply please click on the below link

<https://www.cogentskills.com/about/work-for-us/>

Please complete an application form and send it together with a letter of application and your CV to human.resources@cogentskills.com by 30th September 2023 outlining your suitability for this post and how you would ensure success. Interviews will take place via Teams Meeting/Zoom.

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion.

Websites: www.cogentskills.com



