

## **Business Functions Administrator Vacancy**

As Cogent Skills continues to grow, we have an exciting new role within our Finance & HR Department for a Business Functions Administrator. To administer and maintain the systems, processes and paperwork generated within the Finance and Business Functions team across the Cogent Group companies.

### **Knowledge Skills and Qualifications - Essential**

- Ability to work on own initiative and as a member of a team.
- Excellent organisational skills with the ability to prioritise tasks and work under pressure.
- Previous proven track record of working within an administrative role.
- The ability to track and communicate team activities.
- Attention to detail ensuring all information received is correct for processing.
- A flexible approach to work is required and the ability to work towards deadlines.
- Good general IT skills including excel and Outlook.
- Maths and English GCSE grade 4 or equivalent.

### **Remuneration Package**

- Salary between £24,000 to £25,000 per annum dependent on experience
- Full time permanent role
- Pension – employer contribution 6%
- 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 Values Award Scheme
- Annual Values Awards
- Long Service Awards
- Annual Company Events
- Gym Discount
- Access to Training & Development Opportunities

We Care



We Speak Out



We Welcome



We are Enterprising



Cogent is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.

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 send a letter of application and your CV to [human.resources@cogentskills.com](mailto:human.resources@cogentskills.com) by 25th May 2024 outlining your suitability for this post and how you would ensure success.

If you have additional needs that you would like us to consider during the application and interview process, please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.

Interviews will take place at the Warrington office.

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](http://www.cogentskills.com)

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