

**VACANCY NOTICE**  
**Administration Support Services Assistant**  
**Permanent full time position**  
**Competitive Salary**

This is an excellent opportunity within The TTE Technical Training Group. TTE is a successful local and international training company based in Middlesbrough, UK with a number of operational projects overseas. TTE is one of the UK's leading providers of technical training and consultancy services to the industries it serves and has an exceptional reputation on the international scene.

The Admin department is looking to recruit an Administration Support Services Assistant to support the activities of the Administration team on a full time permanent basis.

Reporting directly to the Compliance Manager.

**Principal Responsibilities**

- Manage the learner files to ensure they are kept up to date with relevant documentation
- Produce relevant reports from end of module assessments and collate reports for submission to customer
- Assist with UKBA requirements for visa application
- Assist with learner/staff travel arrangement
- Assist in administration during induction of UK and International learner
- Administer learner timekeeping / attendance
- Assist with the administration required to support residential learner
- Perform word processing, photocopying and transcription duties as required
- Update relevant tracking systems for learner
- Assist with the registration and certification of candidates with relevant awarding bodies
- Co-ordinate the learner application process
- Assist in the control of the distribution of certificates
- Use software applications i.e. spread sheets, databases, to assemble and format data
- Collate reports and presentations to support the business managers
- Assist in the effective use of purchase order system
- Professionally answer incoming calls and ensure all messages are delivered promptly to the relevant person
- Assist with events planning, open evenings and parents nights
- Completion of Tracking the Apprentice 12 weekly review to ensure SFA compliance and update ILP documentation as required
- Attend meetings and minute meetings as requested
- Provide cover for reception as required
- Ensure confidentiality and data protection requirements are upheld
- Undertake other duties and responsibilities as determined by your line manager as appropriate to the general character of the post or level of the responsibility entailed
- Printing/updating course material for operations as required
- Upload course material to VLE as required

This position will be based on Teesside.

TTE is a progressive employer committed to achieving the very highest standard of Health & Safety, Quality and Service to our customers.

A Job Description and application form is available upon request from the HR Team. Please note CVs will not be accepted as a form of application.

**The last day for applications will be: Friday 15<sup>th</sup> November 2018 with interviews being held w/c 19<sup>th</sup> November 2018**

Any offer of employment will be subject to pre-employment checks, including the receipt of a satisfactory DBS Enhanced Disclosure, production of satisfactory references and proof of relevant qualifications, proof of right to work in the UK as part of our commitment to Safer Recruitment.

If you think you have the necessary skills please complete our application form available from the HR Team - email [HR@tte.co.uk](mailto:HR@tte.co.uk)

The HR Department  
The TTE Technical Training Group  
Edison House  
Middlesbrough Road East  
South Bank  
Middlesbrough  
TS6 6TZ

**TTE IS AN EQUAL OPPORTUNITIES EMPLOYER & COMMITTED TO SAFEGUARDING**