



Business Administrator

Vacancy: Business Administrator

Location: RE:GEN Academy, Former Jewson Site, Pottery Road, Sunderland, Tyne and Wear, SR5 2BP.

Salary: NMW

Benefits:

- Bespoke Career Progression & development plans
- Flexibility when needed to work from home.
- Holiday Allowance 25 days + Bank Holidays
- Pension
- Private Medical Cover
- Life Insurance

About us

We are the people's brand. Dedicated to developing the workforces of the future and helping you get to where you want to be.

As a subsidiary of the [RE:GEN Group](#), the RE:GEN Academy is an **employer-led skills provider**, committed to raising the bar when it comes to people development, inclusion and growth. We collaborate with businesses throughout the North East construction industry to help them **upskill, reskill and bring new skills into their business.**

We are proud to be an innovative, dynamic and truly unique employer-led provider in the North East with a big focus on Construction and the green skills sector. Our courses are tailored to meet the needs of our employers and learners and in doing so, we take a flexible approach in how we deliver them. Recognising the day-to-day

challenges they face and providing a stimulating, friendly and relaxed teaching and learning environment to bring it all to life.

Role

Be responsible for day to day running by supporting administrative tasks within the delivery team, providing excellent customer service to both internal and external customers.

Will need the following important qualities:

- Strong organisational skills
- Good attention to detail
- Outstanding communication at all levels, both verbal and non-verbal.
- Good time management
- Good IT skills and an understanding of Microsoft Office

Daily Responsibilities

- Collecting and sorting post
- Communicating with materials suppliers and vendors to complete orders - Stationary, PPE, SWAG, uniforms
- Welcoming visitors into office.
- Providing office support to the delivery team.
- Keeping well-organised files and records of business activity
- Answering phones and connecting calls to the proper department
- Liaising with learners on behalf of the delivery team to support their learning
- Preparing training rooms by setting up seating, IT equipment and paperwork.
- Participating in office meetings and taking meeting minutes
- Registering learners on various platforms and awarding body sites
- Creating accounts for learners.
- Ordering and booking external tests and licences for learners
- Create in house Certificates.
- Invigilating exams
- Room Hire & Event catering
- Support maintenance of company platforms i.e., Phone lines, chatbot, Aptom etc.
- Positively promote RE: GEN's core values: Nurture, Growth, Integrity, and Diversity