

Top Skills

Candidate Assessment Temporary
Placement Relationship Building

Certifications

European Computer Driving License
IT Functional Skills
Hairdressing NVQ L1
Business Administration NVQ Level
2
Statistics

Business Administrator at Taylor Whitmore Ltd
Ipswich, England, United Kingdom

Summary

With a journey spanning over 5+ years in the world of recruitment, my professional trajectory began as an Apprentice in 2019. During this time, I successfully completed my Business Administration Level 2 NVQ Apprenticeship, marking a significant milestone in my career development.

Over the years, I have created strong relationships with my clients/colleagues and honed my skills, evolving into an established Recruitment Administrator known for meticulous attention to detail, particularly in managing internal audits.

Within the dynamic environment of Taylor Whitmore, I play a pivotal role in supporting the entire team. My responsibilities encompass administration and payroll tasks, and I actively contribute to the efficient operation of a busy temporary workforce desk.

Experience

Taylor Whitmore
Business Administrator
January 2023 - Present (1 year 8 months)
Ipswich, Suffolk

- . Running the payroll side of the business, this includes creating timesheets, sending these out to clients weekly, processing the hours once returned and sending over to our payroll company, dealing with the legislation required to get our candidates set up on the payroll system, calculating holiday pay and processing this, requesting P45 for our leavers and resolving any pay discrepancies.
- . Generating invoices on Xero
- . Creating, sending out and auditing of terms of business for both temporary and permanent staffing using Yoti software
- . Assisting in running the social media pages (Facebook and LinkedIn)
- . Creating social media posts using Canva to gain engagement

- . Updating the website, adding new staff, updating our news section etc.
- . Keeping jobs boards and company website up to date with current roles and removing expired ones
- . Recruiting candidates and dealing with the legislation that comes with this such as Right to Work documents, dealing with clients and their booking requirements, managing all of this on our CRM system 'Infinity Voyager'
- . Providing a superb service to both candidate and clients
- . 24 Hour On-call responsibility and managing candidates in the case of sickness and no shows

Staffbank Recruitment

3 years 11 months

Temp Consultant

June 2021 - January 2023 (1 year 8 months)

Ipswich, England, United Kingdom

Recruiting candidates and dealing with all the registration and legislation that comes with this, dealing with clients and their booking requirements, booking candidates in for work, providing superb service to both candidates and clients, on-call phone responsibility 15 nights a month, assisting with all aspects of the payroll process, managing candidates in the case of sickness and no shows, registration of candidates, generating right to work documents for EU workers and auditing of files and documents.

Personal Assistant/ Recruitment Support

April 2020 - June 2021 (1 year 3 months)

Lowestoft, England, United Kingdom

Same duties as listed below, but also having a higher involvement within the recruitment process helping with roles as and when needed after COVID-19 taking a toll on the amount of work we had coming in. Also, having responsibility for the 24 hour on call phone 1 week of each month. Always being available to provide support to colleagues when needed.

Business and Administration Apprentice

March 2019 - April 2020 (1 year 2 months)

Lowestoft, England, United Kingdom

Providing admin support to my colleagues whilst studying a business and administration NVQ. Duties included prepping and formatting CV's, writing job adverts, dealing with the businesses website and social media pages, CV searching, maintaining a good rapport with clients and candidates, dealing with inbound and outbound phone calls, replying to emails, covering for colleagues in absence which required doing payroll, completing time sheets and sending

them over to accounts, working through applications, arranging interviews for candidates, registering candidates and scanning copies of documents needed, using our database 'Profile' to send interview and work confirmation and various other admin duties as required.

Cabello Hair and Beauty

Hairdressing Apprentice

July 2017 - March 2019 (1 year 9 months)

Halesworth

General salon duties such as cleaning the salon, working reception, answering the phone, booking and amending appointments over the phone and through social media, providing excellent customer service, up-selling products to clients, auditing customer records, cash handling, dealing with incoming stock ensuring all was there and any other duties as required.

KMD Cleaning

Cleaning Operative

June 2017 - September 2017 (4 months)

Helping out as and when available during peak periods such as the children's summer holidays, cleaning domestic and commercial properties to an excellent standard.

Education

Bungay High School

GCSE, GCSE · (2012 - 2017)

North Suffolk Skills Centre

NVQ Hairdressing Level 1 · (2015 - 2017)