

Industrial Placement

We are Amberjack. Experts in future talent and volume recruitment outsourcing, technology and assessment. We're passionate about connecting future talent with inspiring employers to give them a head start in building a successful career through Graduate, Apprentice and Intern roles. We develop volume recruitment technology and services that help organisations make their connections with early careers talent simple and effective.

Our Newbury based Resourcing Services team are the first point of contact for Early Careers candidates applying to client campaigns, and they're looking for new team members to join them on our Industrial Placement programme. Working with clients such as Unilever and PWC, all the way to Deloitte and Virgin Media, you'll play a meaningful part in the candidate journey.

About the opportunity

Working within the Resourcing Services team, you'll connect with external talent every day. This is a big team that knows how to have fun, but also when it's time to crack on. As an Industrial Placement, your main responsibility will be to stay in touch with candidates throughout the process, helping to push them through the client pipeline. As well as day-to-day adhoc tasks, you'll be responsible for providing basic technical trouble-shooting advice relating to our technology platforms to candidates throughout the application process – don't worry, we'll train you up! There's always something to keep you occupied in this team. You could also find yourself:

- Supporting Candidate Management Specialist with client reporting
- Carrying out coaching calls for assessment centres to prepare candidates and give them some tips for the day
- Providing post-assessment centre advice to candidates on how they performed

About you

We're open to meeting candidates of all kinds! There's no minimum grade required if you're interested in applying to our Industrial Placement programme, and we accept applications from all subject areas. Although, the role is best suited for anyone studying Psychology or Business-related degrees. You should be confident in your Microsoft Word and Excel skills – you'll find you use these programmes a lot. Key attributes we're looking for include:

- Great organisation skills
- Comfortable handling multiple tasks at once
- Confident in communicating with clients, candidates and team members
- Ability to prioritise and work to strict deadlines
- Able to stay calm working in a fast paced environment

Why join us?

Not only will you gain great exposure to a growing business, build your skills locker and expand your experience in the professional world, but you'll also be able to enjoy a salary of £18,500 while with us. After your training period, you will have the opportunity to work from home with the expectation that at least 2 days will be worked in the office. If you prefer office working, this is available every day too.

Amberjack's standard working week is 37.5 hours, working 9.00am - 5.30pm Monday to Friday; within our Resourcing Services team, we operate "annualised hours" working patterns to ensure we

have the right level of resources to deliver our services to our clients & manage the workload in the team during our busy project delivery season. Each team member has a variable working pattern managed via a rota and shared in advance. During our peak delivery weeks, people work a higher number of hours across the week (including some Saturday mornings) and as the workload scales down, people work shorter working weeks. They will have rotated time off (in addition to holiday). As we work in a hybrid way with some time working in the office and some from home, there is the flexibility to work the hours worked on Saturday mornings and at the start or end of longer days from home.

At Amberjack we practice what we preach. We value difference and understand the value that having a diverse workforce brings to the organisation and our clients. We pride ourselves on creating an inclusive working environment where every employee has the opportunity to be themselves and experience our collaborative, supportive and most importantly fun culture.