



### **Compliance Administrator (6-month FTC)**

**Location: Watford, Hertfordshire**

**Salary: £20,000 - £22,000 per annum**

**Working Hours: 37.5 hours, 5 from 7 workings days**

**Start Date: ASAP**

*'Do you thrive in a fast-paced environment where no day is the same? Are you looking to gain experience in an administrative role and begin your career in the events industry? Then this could be the role for you...'*

CSP stands for the Combined Services Provider. We specialise in providing services to both venues and static sites including Car Parking, Internal and External Traffic Management, HVM (Hostile Vehicle Mitigation) Solutions, Security, Stewarding, Cash & Audit and Consultancy Services. Whilst our range of services has grown, Car Park/Traffic Management, HVM (Hostile Vehicle Mitigation) and Security/Stewarding represent our core areas of expertise.

#### **About the Job**

- Responsible for maintaining accurate records of relevant documentation for CSP casual workers
- Manage the onboarding and administration of new starters to include; uploading relevant documents onto AXLR8 and ensuring files are created
- Responsible for ensuring all successful new casual workers are promoted and given access to the portal within 48 hours of completing the online induction
- Support the CSP Compliance Advisor with SIA Screening process for all new and existing CSP employees and casual workers, including SIA license renewals and SIA specific recruitment days

#### **About You**

We know what makes this job hard is the pressure of high level of administration and the frustration of chasing employees and casual workers continually for their documents, whilst providing a high standard of customer service. You'll be a multi-tasking, flexible person who learns quickly and gets satisfaction from achieving a quick turnaround on receipt of compliance documentation. Knowledge and understanding of the BS7858 screening process and planning skills are essential.

No specific qualifications are necessary, we just need you to be a confident, personable character with a great telephone manner and administration skills and experience.

#### **Benefits**

As a Compliance Administrator, you will receive a competitive salary and annual leave package (pro rata), as well as Private Medical Insurance (self). Life Assurance and a Contributory Pension scheme is also provided. It is important that all our people feel well catered for, which is why we are based on a modern Business Park with exclusive discounts available locally, company socials and plenty more!

This role is offered on a 6-month fixed-term contract. If you are interested and would like to apply for the role, please email [rachel.withero@gotocsp.com](mailto:rachel.withero@gotocsp.com) with your CV; current or last salary; salary expectations for this role; and a brief synopsis of why you believe you are the right fit here at CSP.



*Caring, Safe, Professional*