

Business Admin Apprentice – immediate Start

Are you motivated and want to kick start your career? An Apprenticeship is a training package where you gain your qualifications whilst you are employed doing a real job and earning a wage of £140 - £200 per week. You will work with your employer and attend training and gain your BTEC/QCF level 3 qualification.

Type of Position:

Reception/admin apprentice required for a busy Training Provider in East London. We are expanding fast and now have the opportunity to offer work based apprenticeships within our company to the right candidates. This is an exciting opportunity for an enthusiastic and committed individual to join us as an Apprentice with workplace training to complete a NVQ Level 3 Business Administrator course. There will be a permanent position available after the apprenticeship has been completed for the right candidate.

Our Apprenticeships are open to young people aged 16 – 23 year olds who are looking to stay ahead of the game in an increasingly competitive jobs market. Apprenticeships are government funded so you don't have to worry about paying tuition fees or repaying a student loan once you've achieved your qualification.

Why should you choose an Apprenticeship in the Business Administration Industry? Earn a salary with paid employment from day one of the programme train in important qualifications for a leading London employer, with the potential of a permanent job after your apprenticeship benefit from education and experience whilst avoiding the debts and costs of university Increase your future earning potential in the industry, learn valuable new skills to help you throughout your career.

Working Week:

35 hours Monday-Friday 10:00 – 17:00 with an Hours paid Lunch

Salary:

£7,280 P/A

Training to be provided:

The successful candidate will be given in work job training alongside undertaking a Business Administration Apprenticeship programme delivered through a local college. The training programme duration will be between 12 and 18 months at NVQ level 2 where evidence will be gathered to build a portfolio showing your competency within the role, Functional Skills to include Maths, English and IT (depending on award and previous qualifications) where a tested part will be completed and you will complete a Technical Certificate to underpin your knowledge of working in the sector, this also comes with a tested part.

Key Tasks:

Your role is purely business administration; you will be provided with full training so you will be able to confidently be the best in your role.

Your daily duties will include filing customer's records and making sure the correct customer information is updated on the computer.

General administrative support for the management team.

Managing the email system and replying to any online enquiries.

Managing the stationary for the team with regular replenishments.

Able to communicate confidently face to face and on the telephone.

Answering the phone in a polite, confident and professional manner.

You will learn how to process customer data on our bespoke CRM system and manage accordingly.

Able to steadily increase productivity levels to meet company targets, whilst maintaining company standards.

Maintain a clean and safe working environment.

The Ideal Candidate will:

An open mind to further training and development

Competency in using Microsoft Excel and Outlook for data entry on an in-house system

Ability to work on own initiative and within the team with an ability to multi task.

Excellent attendance and punctuality

Ability to work under pressure and to deadlines

Able to communicate confidently face to face and on the telephone

Good clear English speaking skills

This position offers you the chance to begin your career, earn an attractive weekly wage and gain a nationally recognised qualification, so if you are energetic and a team player apply now!

What Do You Need to Be Eligible for the Apprenticeship:

Willingness to commit to a 12-18-month programme

UK/EU Citizen

Age 16-23

Motivation

Email your CV.