

### **Business Administration Apprentice (Level 3)**

PWP Building Services specialist divisions are pleased to be working alongside a local college offering fantastic apprenticeship opportunity.

We are currently looking for a business administration apprentice at our Bestwood Village Offices.

#### Qualifications Required

A\*- C/9 - 4 Maths and English or equivalent at GCSE desirable but not essential.

The right candidate for us will be someone who is genuinely looking to develop their career for whom we are prepared to invest our time, experience and offer of continued employment.

This initial role as an Administrative Apprentice is an exciting opportunity to understand, appreciate and begin your career.

As part of a busy team, you will be expected to demonstrate enthusiasm, self-discipline, be able to receive and follow instructions accurately and methodically as well as being able to demonstrate an aptitude for the role. You will report to your appointed line manager and be expected to work to targets and deadlines.

To efficiently undertake basic administration and clerical duties which may include the following as directed:

- Data input, data extraction, photocopying, faxing, filing and typing duties as directed.
- To answer/deal with queries, both face to face and via the telephone, take messages and pass them on to the relevant member of staff in an appropriate and timely manner.
- Meet and greet visitors as required.
- Maintain filing systems in line with organisations policies and procedures.
- Assist with the ordering and maintenance of stock supplies (specific to role as appropriate).
- Collating information for reports.
- Communicating with staff about training provision and booking training courses for staff.
- To be a flexible and supportive member of the team.
- To maintain strict confidentiality at all times.
- Attend and take part in team meetings & regular reviews with line manager etc.
- Prepare for and attend assessment meetings and participate in relevant training programmes as required.
- Throughout the training period you will be expected to complete all educational and training as required.
- Adhere to the Health and Safety regulations and the organisations Policies and Procedures.
- Sign a learning contract with the training provider and adhere to the agreement.

#### Personal Qualities

Enthusiastic, Personable and Reliable.

### Skills Required

- Good working knowledge of Microsoft office (Word, Excel, Outlook Etc.)
- Good communication, calculation & literacy skills.
- Good time management and ability to cope with pressure and manage own workload and work to deadlines.
- Willingness to learn, act with integrity and work as a team player.

Pay rate £5.28 Per hour - £198 Per week - In accordance with National Apprentice rates and reviewed according to progress.

Hours of Work: Normal working hours, 09:00 until 17.00 pm, Monday to Friday.

\*With day release to college – Day to be confirmed\*

Holiday Allowance: 25 Days plus Statutory, running on a calendar year basis.

If you would like to be considered for the position then please send your CV to [selina.street@pwp-ltd.co.uk](mailto:selina.street@pwp-ltd.co.uk)

Alternatively, if you would like to discuss the role then please feel free to call Selina Street on 01159647782.