

Job Description: Business Administration Apprentice (Level 3)

Company: PWP Building Services Limited

Location: Bestwood Village, Nottingham (NG6 8TU)

Apprenticeship Duration: 18 months

Working Hours: Monday–Friday, 9:00am–5:00pm (37.5 hours per week)

Salary: £8.00 p/h

Training Provider: Nottingham College

The Oaks
Moor Road
Bestwood Village
Nottingham
NG6 8TU

Role Overview

- An entry-level apprenticeship designed to develop core business administration skills
- Opportunity to gain hands-on experience in a busy office environment
- Work alongside experienced staff while studying towards a **Level 3 Business Administration qualification**
- Ideal for candidates looking to start a long-term career in administration

Key Responsibilities

- Answer telephone and face-to-face enquiries, take messages, and relay information
- Perform general administrative duties including:
 - Data entry and data management
 - Filing, photocopying, and document handling
 - Typing and record maintenance
- Meet and greet visitors professionally
- Maintain organised filing systems in line with company procedures
- Assist with ordering and managing office supplies
- Support report preparation by collating information
- Help coordinate staff training and book courses
- Attend team meetings and reviews with line manager
- Work to deadlines and follow instructions accurately
- Maintain confidentiality at all times
- Comply with company policies, including Health & Safety

Tel: (0115) 964 7780
Fax: (0115) 964 7786
services@pwp-ltd.co.uk
www.pwp-ltd.co.uk



Registered address:
43 Alexandra Street
Nottingham
NG5 1AY

Company number: 2827817
Registered in the UK
VAT No: 610 6240 89

Training & Development

- Completion of the **Level 3 Business Administrator Apprenticeship Standard**
 - Functional Skills in Maths and English (if required)
 - At least 20% of working hours dedicated to off-the-job training
 - Ongoing support from both employer and training provider
 - Participation in regular progress reviews and assessments
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Requirements

Essential Qualifications

- GCSEs (or equivalent) in Maths and English (Grade 4/C or above preferred)

Skills & Personal Qualities

- Good communication skills
 - Basic IT skills
 - Strong attention to detail
 - Enthusiastic and motivated
 - Reliable with a strong work ethic
 - Personable and professional
 - Willingness to learn and develop
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About the Company

- Established building services company specialising in:
 - Heating & ventilation
 - Plumbing and electrical systems
 - Fire & security solutions
 - Known for technical excellence, reliability, and customer satisfaction
 - Works across sectors including education, healthcare, and commercial industries
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Career Progression

- Potential for a **permanent role** upon successful completion of the apprenticeship
- Opportunity to progress within administration or other business functions

How to apply: Please email your cv to: selina.street@pwp-ltd.co.uk

If you have any questions regarding the role, then please feel free to contact Selina Street on 0115 9647782.