

Position: Business Administration Apprentice – Level 3

PWP Building Services Limited

The Oak's, Moor Road, Bestwood Village, Nottingham NG6 8TU.

Department: Facilities Management - *Mechanical*.

Hours: 09:00 am – 17:00 am – 30 Minutes lunch. *One of these days you will be attending college.

Pay: £4.81 Per Hour / £180.37 Weekly.

25 + Bank Holidays.

Free Parking

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

We are currently looking for a **Business Administration Apprentice (Level 3)** at our Bestwood Village offices.

Role Requirements

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 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.
- Data input, data extraction, photocopying, faxing, filing and typing duties as directed.
- Meet and greet visitors as required.
- Maintain filing systems in line with the organisations policies and procedures.
- Assist with the ordering and maintenance of stock supplies (specific to the role as appropriate).
- Collating information for reports.
- Communicating with staff about training provisions 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 training.
- 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
- Reliable
- Willing to learn
- Good work ethic

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.

*Candidate must be able to travel to the workplace according to working hours.

Qualifications Required

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

Application Instructions

To apply, please email selina.street@pwp-ltd.co.uk with an up to date CV.

If you require any additional information regarding the role then please feel free to contact me on 0115 9647780.

* Please note that if the successful applicant is found prior to the closing date the vacancy maybe withdrawn early.

Training to be provided

Business Administrator Standard Level 3 -

<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0>

Functional Skills level 1 / 2 – Where applicable.

Please click on the link above for more information regarding End Point Assessment.

Company

PWP Building Services specialise in design & build contracts and have established a strong reputation for outstanding technical excellence, flexibility, and integrity over the last twenty years. Still proudly managed by its founders, the company today retains its original enthusiasm and commitment to customer satisfaction across all of their areas of expertise: heating & ventilation, plumbing, electrical systems, fire & security and data systems.

The company takes great care to guarantee on-time project delivery at a guaranteed price whilst delivering quality and value every step of the way. No compromise is made. Technical excellence and the highest levels of customer service go without saying. But the company also prioritises health & safety and green technologies; and the fact that PWP Building Services has longstanding relationships with many of its customers is testament to their partnership approach.

The company believes passionately in creating a better environment for all by providing the most cost-effective and practical solutions for energy consumption and management in today's built environment. Markets include Education, Leisure & Culture, Facilities Management, Distribution & Logistics, Industrial, Offices & Accommodation, Healthcare and Fire & Security.