

# Business Administration Apprentice

## Leeds

### **Purpose of Job:**

We are looking for a business administration apprentice to assist and support the administration and coordination of our busy nationwide asset management team.

This is an entry-level role so no previous experience is required but you must be able to meet the entry requirements for the apprenticeship as stipulated by our training provider. We will provide full on-the-job training with opportunities to progress.

### **Duties and Responsibilities:**

- + Undertake typing of reports, specifications and other documentation for the business unit
- + Diary management and supporting with internal meeting arrangements
- + Produce and maintain staff CV's within the business unit
- + Supporting with bid documents / PQQ submissions
- + Preparation and production of presentation materials, adhering to marketing standards
- + Preparing and carrying out induction for new starters within the business unit
- + Management and coordination of business units training records and associated schedules
- + Assist with internal audits to ensure compliance with our Integrated Management System (IMS) at all times
- + Producing and filing financial invoices
- + General administration including filing, photocopying, scanning, shredding, archiving etc.
- + Provide administrative support for business units on a national basis during times of annual leave or absence of other administrators
- + Assisting with the management of the switchboard, answering and transferring incoming calls
- + Liaison with the wider partnership operations team including HR, Accounts, IMS and Marketing

This list is not exhaustive and we would expect the successful candidate to be willing to undertake ad hoc duties in supporting other members of the office when necessary.

### **Training Programme requirements:**

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training
- + Familiarise and learn about sustainable low energy initiatives and to share this with other members of your team and wider within the Partnership

You will study towards an Advanced Apprenticeship in Business Administration (Level 3).

Person Specification:

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<p>Competent using Microsoft packages including; Word, Excel and PowerPoint</p> <p>Competent using outlook email and the internet</p>	<p>Awareness and competence using social media channels</p> <p>A general understanding or appreciation of building services.</p>
<b>Skills</b>	<p>Excellent communication skills and confidence to communicate with all levels of seniority</p> <p>Excellent time management and the ability to manage multiple tasks and priorities at busy times</p> <p>High level of organisation and prioritisation skills with a keen eye for attention to detail</p> <p>Good numeracy and literacy skills</p>	
<b>Experience, qualifications and prospects</b>	<p>Entry requirements of the apprenticeship - minimum of 5 GCSE's at grades C/5 or above (or equivalent) including English and Maths (predicted or achieved)</p>	<p>Studied subjects in business studies or related subjects</p> <p>Office based experience</p>
<b>Attributes and Personal characteristics</b>	<p>Personable and approachable</p> <p>Excellent team working and interpersonal skills</p>	