**Apprentice Business Administrator (Freeport, Braintree, Essex)**

**REF: MWS**

**Apprenticeship summary**

**Apprenticeship standard Business administrator Level 3 (A level)**

**Annual wage - £11,648 - £16,652 (Dependant on age and previous experience)**

**Working week - Monday - Friday between 9.00am - 5.00pm (35 hours a week)**

**What will the apprentice be doing?**

**We are seeking a motivated Apprentice Business Administrator to join our team. This position offers a valuable opportunity for a candidate looking to kick-start their career in administration. As an Apprentice Business Administrator, you will work closely with our experienced administrative team to gain hands-on experience and develop essential skills in office management, customer service, and business administration.**

**The Apprentice Business Administrator will undertake various administrative tasks to facilitate the smooth functioning of the business. Here is an overview of the common responsibilities:**

* Office Assistance: Providing general office support such as answering phones, managing emails, filing documents, and maintaining office supplies.
* Data / Document Management: Inputting and maintaining accurate records and data in various databases or spreadsheets. Organising and maintaining physical and electronic files and records.
* Correspondence: Drafting and formatting business correspondence, including letters, memos, and reports.
* Scheduling: Coordinating appointments, meetings, and travel arrangements for staff members.
* Customer Service: Assisting customers or clients with inquiries, orders, and requests either over the phone, via email, or in person.
* Event Coordination: Assisting in the planning and coordination of company events, meetings, or conferences.
* Team Support: Providing administrative support to other team members or departments as needed.
* Training and Development: Participating in training programs to develop administrative and business skills.
* Compliance: Assisting with ensuring that the business adheres to relevant regulations and policies.
* Problem Solving: Handling routine problems and inquiries independently, escalating more complex issues to supervisors when necessary.
* Continuous Improvement: Identifying areas for process improvement and efficiency gains within administrative workflows.

***While this list outlines the core responsibilities, the role may evolve over time to align with the business’ objectives, potentially involving additional tasks.***

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Business Administration Apprenticeship Standard Level 3 Qualification

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

Full position will be available after the completion of the apprenticeship

**Desired skills and personal qualities**

* Communication skills
* It Skills
* Attention to detail
* Organisation skills
* Customer care skills
* Problem solving skills
* Administrative skills
* Number skills
* Logical
* Team working
* Creative
* Initiative
* Non judgemental
* Patience

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) desirable
* GCSE or equivalent Maths (Grade A\*- C or 4-9) desirable

**Things to consider**

* Company pension, free access to gym on company premises, employee assistance programme, Bright Exchange perk platform.
* Applicants must be at least 18 years old. There will be instances where the role requires working independently.
* A full driving license is advised, as the office is not conveniently reachable by public transportation.

**About the employer**

Managed Water Services Ltd was established in November 2005. The company directors have between them over 60 years’ experience in the water treatment, water hygiene and Legionella control markets. Applying a holistic approach to water management and understanding the need to control risk at all times, MWS look for alternative systems in order to remove risk totally, but also place importance on the environmental impact of new assets. Where possible we strive to replace systems with those that minimise the impact on resources such as water and power.