**Apprentice Receptionist/Administrator/Marketing (London SE19)**

**REF: G7**

**Apprenticeship summary**

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

**Annual wage - £** **9.609 - The opportunity to increase if you progress well within the role.**

**Working week - Monday to Friday: Days and times to be arranged and agreed (35 Hour week)**

**Interested in developing a career within the Beauty Industry? Then look no further. We are looking for an enthusiastic receptionist/administrator with some marketing person to join our successful organisation. The role will include data entry, making and receiving calls, and social media.**

**What will the apprentice be doing?**

**The role will involve:**

* Reception work, including meeting and greeting clients, making them comfortable and providing refreshments
* Various administrative duties, including making and receiving telephone calls, emails, reports, filing, data management, keeping up-to-date records and any other ad hoc administrative duties
* Dealing with clients and clinics face-to-face and on the phone
* Create ideas in social media (including TikTok) to promote our products
* Observe and adapt to emerging trends
* Be a brand ambassador, providing a reliable and trustable voice

**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 Administrator Apprenticeship Standard Level 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?**

A full time position within the organisation

**Desired skills and personal qualities**

* Communication skills
* Attention to detail
* Organisation skills
* Customer care skills
* Presentation skills
* Administrative skills
* Creative
* Initiative

**Qualifications**

* GCSE or equivalent English (Grade A\*-G (1-9)) desirable
* GCSE or equivalent Maths (Grade A\*-G (1-9)) desirable

**Things to consider**

The role will require you to have some social media skills and knowledge of social media platforms such as TikTok and Instagram

**About the employer**

Nathalie Ninski Baksh believes in quality skincare for all – no matter the lifestyle, budget or complexion. Combining over a decade of beauty therapist experience with her broad product knowledge and passion for all things natural, Nathalie’s vision of creating a dream-cream tailor-made for her own skincare quirks has developed into a bespoke beauty brand with conscious consumption at its core. We are now bringing this personalised service to skincare enthusiasts all over the world – whether it’s dryness, excess oil, breakouts, sensitivity or allergies, our customised day cream combines the best organic ingredients for each individual customer’s needs. And the best part? It’s 100% vegan.

<https://ninski.com/>