**Apprentice Design/Administrator (Ashford, Kent)**

**REF: SD**

**Apprenticeship summary**

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

**Annual wage - £12,675.00**

**Working week - Monday to Friday 9am till 5:30pm or 8:30am till 5:00pm (35 hours a week)**

**What will the apprentice be doing?**

***We are looking for an exceptional and personable graphic/website /Admin design apprentice. Great opportunity where you'll gain lots of hands-on experience, knowledge, and hopefully full-time employment.. Must have genuine interest in graphic/website design, the role will include website updates, page creation, call support, making/receiving calls.***

**What will the apprentice be doing?**

The role offers a diverse range of tasks assisting the team and carrying out the following tasks:

Actioning design updates and changes from the client

Creating website subpages for clients

Management task lists

Communicating with the team organising work

Making telephone calls

Working as part of the team

Preparing routine documentation

Sending and receiving email

Be involved in office-based projects

Help develop and maintain documentation, processes and procedures

Designs and produces basic reports

Sets up and submits production jobs

**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 time position and gaining excellent experience and knowledge.

It will allow you to pursue a career!

**Desired skills and personal qualities**

* Communication skills
* IT Skills
* Attention to detail
* Organisation skills
* Analytical skills
* Team working
* Initiative
* Time management
* Work to timescales
* Interest in Graphic Design
* Professional telephone manner
* Ability to multi-task
* Personable
* Quick Learner
* Interpersonal Skills
* Positive attitude

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) desirable
* GCSE or equivalent Maths (Grade A\*- C or 4-9) desirable
* GCSE or equivalent ICT or similar (Grade A\*-G (1-9)) desirable

**Things to consider**

We celebrate apprenticeships and have a number of staff that started as apprentices, you will be given proper tasks and treated like a full member of the team.

***You will need to be:***

* Interested in graphic design and web design
* Have good knowledge of Adobe Creative Suite
* Understand WordPress
* Be confident on the phone
* Organised
* Willing to learn how to build websites.
* Long hours on computer
* This is an exciting opportunity working with an IT / Design company where you will gain a vast amount of skills and knowledge
* We are looking at a long-term prospect

**About the employer**

Our SMART team provide Creative Solutions to develop a Memorable Brand Image, Functional Responsive Websites that Work Hard for businesses, Quality Business Stationary to make businesses stand out from the crowd, full Search Engine Optimisation to generate sales, cost effective Print Management and Full Customer Support to help businesses grow.