**Apprentice Business Administrator (Great Warley, Brentwood, Essex)**

**REF: UC**

**Apprenticeship summary**

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

**Annual wage - £9,609.60 (Rising to £11,648 on 1st April 2024 in line with the National Minimum Wage requirements)**

**Working week - Monday – Friday: 9.00am to 5.00pm with 1 hour lunch (35 hours a week)**

**What will the apprentice be doing?**

***Great opportunity to work as an Apprentice Business Administrator. We are looking for quick learners, with plenty of enthusiasm and a desire to make their mark on our growing company. We are an efficient team that relies on collaborative work, so you'll be a team player and a confident communicator. You will be making outbound calls to companies to sell our services. These services include commercial insurance, payroll, business planning and marketing services.***

* General Office support
* Dealing with queries
* Data inputting
* Making and receiving telephone calls
* Assisting in resourcing applicants
* Using sales, business development, marketing techniques and networking in order to attract candidates
* Building relationships with clients
* Developing a good understanding of clients, their teams, what they do and their work culture and environment
* Advertising vacancies appropriately and placing adverts in a wide range of media
* Preparing CVs and correspondence to forward to clients in respect of suitable applicants
* Organising interviews for candidates as requested by the client
* Maintaining administrative systems
* Keeping well-organised files and records of business activity
* Keeping computer databases up to date
* Interacting/speaking with clients
* Following up on business communications
* Filing / File management
* To gather the relevant information needed to compile management information reports
* Various other administrative duties

**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.

**Desired skills and personal qualities**

* Communication skills
* IT skills
* Attention to detail
* Organisation skills
* Customer care skills
* Problem solving skills
* Administrative skills
* Number skills
* Team working
* Creative
* Non judgemental

**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**

When completing your application, please ensure that you RESEARCH the role and ORGANISATION and that your application is based around what the employer is looking for. This is your opportunity to tell the employer about you, your strengths and make them WANT to interview you! It’s VITAL that you check spelling and grammar

**About the employer**

We are a domiciliary recruitment agency that provide home care services to Local authorities and also offer a bespoke specialist recruitment solutions covering range of disciplines in the Health Care Sector for private and public health care sectors