

Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/BA00157>

Business Administration Apprentice

Description

Urgent vacancy! Apprentice Administrator required for Support Asia Limited who deliver care with clients homes across Birmingham. This is an excellent opportunity to earn, learn and gain a nationally recognised qualification in Business Administration Level 3.

Company

Support Asia Limited

Responsibilities

This is an excellent opportunity to earn, learn and gain a nationally recognised qualification in Business Administration Level 3.

Duties include:

- Taking inbound telephone calls
- Dealing with enquiries
- Data entry
- Use of e-mails
- Supporting other staff members with general administrative duties

Requirements

Desired skills:

- Desire to work
- Desire to learn
- Good communication skills

Personal qualities:

- Motivated
- Approachable
- Adaptable

Desired qualifications:

- Age 16-18: maths and English at GCSE or Functional Skills (grades will be discussed at interview)
- Age 19+: must have maths and English GCSE grade 3 to 9 (A to D) or Functional Skills Level 1-2

Things to consider

Please do not contact this employer. You must be eligible for the qualification first with the training provider Gordon Franks Training, who will conduct the first interview (apply online or see the 'contact details' section). Once successful, your details will then be forwarded to the employer for you to be considered for this vacancy.

Please research the employer and Gordon Franks Training.

Qualification

Business Administration level 3

Duration of employment

15 Months

Industry

Recruitment/Staffing

Job Location

Birmingham

Working Hours

37.5 hours per week

Base Salary

£ 3.90 per hour

Reference Code

BA00157

Date posted

September 17, 2019

Contacts

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