

# Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00079/>

## Receptionist

### Company

Michael Haven and Associates Ltd.

### Description

Apprentice Receptionist required for Michael Heaven and Associates Ltd, a leading accountancy firm based in the heart of Birmingham. This is a fantastic opportunity to work in their busy office environment and gain valuable administrative experience, whilst working towards a Business Administration Level 2.

### Responsibilities

Duties will include:

- Covering reception
- Meeting and greeting customers
- Dealing with client queries
- Filing
- Scanning
- Any other related duties to support business requirements

### Requirements

#### Desired skills:

- Excellent communication skills
- IT skills

#### Personal qualities:

- Polite telephone manner
- Organised
- Confident
- Use of own initiative
- Committed
- Willing to learn

#### 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 2 to 9 (A\* to E) or Functional Skills Level 1-2

### Things To Consider

#### Future prospects:

Possible opportunity to progress onto an Advanced Apprenticeship/employment.

There will be opportunities to get into payroll

#### Things to consider:

### Qualification

Level 2 Business Administration

### Qualification Duration

15 Months

### Industry

Accounting

### Job Location

Edgbaston

### Working Hours

30 Hours Per Week

### Base Salary

£ 3.70

### Date posted

January 4, 2019

### Reference Code

#BA00079

Please do not contact this employer; you must be eligible for the apprenticeship first with the training provider Gordon Franks Training, who will conduct the first interview (apply via the link as specified). Once successful, your details will then be forwarded to the employer, for you to be considered for this vacancy (we have lots of other vacancies too!)

Please research the employer and Gordon Franks Training.

From April 1st 2018, the National Minimum Wage (NMW) for Apprentices is £3.70 per hour. This applies to 16-18 year old Apprentices and those aged 19 and over in the first year of their Apprenticeship. For all other Apprentices the National Minimum Wage appropriate to their age applies. The wage for Apprentices applies to both time spent on the job plus time spent training.

**Contacts**

0121 333 3001 or [shakera@gordonfrankstraining.co.uk](mailto:shakera@gordonfrankstraining.co.uk)