

Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00118/>

Apprentice Business Administrator

Company

Fine Care 247 Ltd

Description

Fantastic new career opportunity, to work as an Apprentice Business Administrator for Fine care 247 Ltd based in Birmingham (B25). This is an excellent opportunity to gain a Business Administration Level 3. Full training provided.

Responsibilities

Duties include;

- Data entry
- Meeting and greeting customers
- Dealing with client queries
- Filing
- Scanning

Requirements

Desired skills;

- Excellent telephone manner
- Good communication skills

Personal qualities;

- Desire to learn
- Confident
- Punctual
- Motivated
- Positive
- Can do attitude

Desired qualifications;

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

Things to consider

- 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

Contacts

Call 0121333001 or email on Shakera.Rahman@gordanfrankstraining.co.uk

Qualification

Business Administration Level 3

Duration of qualification

15 Months

Industry

Medical Service

Job Location

Birmingham

Working Hours

35 hours per week

Base Salary

£ 3.90 per hour

Reference code

BA00118

Date posted

April 5, 2019

