

Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00133/>

Apprentice Administrator

Company

Regional Homes Ltd

Description

Fantastic new career opportunity, to work as an Apprentice Business Administrator for Regional Homes based in Wednesfield (WV10). This is an excellent opportunity to gain an Business Administration Level 3. Full training provided.

Responsibilities

Duties include:

- Meeting and greeting clients
- Taking inbound telephone calls
- Dealing with emails and enquiries in a professional manner
- Booking viewings
- Data entry
- Filing
- Any other general administrative duties

Requirements

Desired skills:

- Ability to maintain high levels of professionalism
- Hard working
- Excellent communication skills

Personal qualities:

- Desire to learn
- Organised

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 equivalents

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 01213333001 or email: Shakera.Rahman@gordonfrankstraining.co.uk

Qualification

Business Administration Level 3

Qualification Duration

15 Months

Job Location

Wednesfield

Working Hours

37.5 per hour

Base Salary

£ 3.90 per hour

Reference Code

ba00133

Date posted

May 22, 2019