

# Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00139/>

## Business Administrator

### Description

We are currently recruiting for a Business Administrator to join the team at Prestige Drive Style, a leading car hire company based in Birmingham City Centre. This role offers an excellent opportunity to develop new skills and gain valuable experience in a professional working environment.

### Responsibilities

The varied duties for this role will include:

- Take incoming and outbound calls to relevant person
- Take messages
- Deal with clients and enquiries
- Filing
- Reception cover
- Typing up documents
- Data entry
- Other general admin duties

### Requirements

Desired Skills:

- Good typing skills
- Computer skills
- General admin work
- Excellent customer service skills

Personal Qualities:

- Confident
- Out-going
- Motivated
- Good communication
- Professional

Desired Qualifications:

- Age 16-18: maths and English at GCSE (or Functional Skills). Grades will be discussed during interview
- Age 19+: maths and English GCSE A\* to C (or Functional Skills Level 2). Must provide certificates or exam results

### 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.

### Contacts

Call: 01213333001 or E-Mail: [Shakera.Rahman@gordonfrankstraining.co.uk](mailto:Shakera.Rahman@gordonfrankstraining.co.uk)

### Qualification

Business Administration Level 2/3

### Duration of Qualification

15 Months

### Industry

Automotive

### Job Location

Birmingham City Centre

### Working Hours

30 Hours A Week

### Base Salary

£ 3.90 p/h

### Date posted

July 19, 2019

### Reference Code

BA00139