

Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00152/>

Business Administration Apprentice

Company

The Healthy Employment Hub Cic

Description

Urgent vacancy for an business admin apprentice! Gain essential administration skills working alongside The Healthy Employment Hub based in Oldbury! This is an Apprenticeship in Business Administration Level 3.

Responsibilities

Duties include:

- Expected to handle day-to-day tasks in making sure the smooth running of the business.
- typing up board meeting documents
- Inputing financial information together on spreadsheets
- Sending the daily post
- And various admin tasks such as photocopying & coordinating events when needed

Requirements

Desired skills:

- Attention to detail
- Punctual
- Organised
- IT literate

Personal qualities:

- Willing to learn
- Adapt to new situations
- Confident
- Professional manner

Desired qualifications:

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

Qualification

Business administration level 3

Duration of employment

15 Months

Industry

Support Services

Job Location

Oldbury

Working Hours

35 hours per week

Base Salary

£ 3.90 per hour

Reference Code

ba00152

Date posted

August 21, 2019

Call – 0121 333 3001 or

Email – Shakera.Rahman@gordonfrankstraining.co.uk