

# Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00154/>

## Apprentice Office Administrator

### Description

Urgent vacancy! Apprentice Administrator required for General Guard Security in Birmingham. Excellent opportunity to gain valuable office experience, earn, learn and gain a nationally recognised qualification in Business Administration Level 3.

### Responsibilities

Duties Include:

- Updating databases
- Keeping references up-to-date
- Cold calling potential clients
- Invoicing clients
- Check validity of SAA/health and safety badges
- Purchasing of equipment
- Handling telephone calls
- Researching the names of decision makers at potential clients
- Any other related duties to support business requirements

### Requirements

#### Desired skills:

Good written and verbal communication skills  
Computer literate  
Using own initiative

#### Personal qualities:

Enthusiastic  
Ambitious  
Desire to learn

#### Desired qualifications:

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

### 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!).

### Contacts

Call – 01213333001 or

Email – [Shakera.Rahman@gordonfrankstraining.co.uk](mailto:Shakera.Rahman@gordonfrankstraining.co.uk)

### Qualification

Business administration level 3

### Duration of qualification

15 Months

### Industry

Security Services

### Job Location

Birmingham

### Working Hours

35 hours per week

### Base Salary

£ 3.90 per hour

### Reference Code

ba00154

### Date posted

August 23, 2019