

Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00155/>

Administration Apprentice

Company

Al-Mahdi Institute

Description

Urgent vacancy! Excellent opportunity for an Apprentice Administrator to work alongside the leading Al-Mahdi Institute in Birmingham (see their website and 'employer' section on this vacancy for the fantastic services they offer!). Earn, learn and gain a nationally recognised qualification in Business Administration Level 3

Responsibilities

The duties will include:

- First point of contact in reception; dealing with face to face/telephone enquiries, welcoming guests and responding/filtering and facilitating appropriate provision
- Processing payments
- Maintaining/ordering stock
- Ensuring provision of hospitality services
- Arranging catering/room set-up for meetings and events
- Advertising wedding services and facilities for hire and keeping records
- Maintaining staff records (holidays/absences)
- Filing/photocopying
- Any other related duties to support business requirements

Requirements

Desired skills:

- Excellent communication skills (written/verbal)
- Organisation skills
- IT Literate

Personal qualities:

- Polite telephone manner
- Team player
- Use of own initiative
- Friendly and approachable
- Confident
- Smart appearance
- Adaptable
- Committed
- Desire to learn

Desired qualifications:

- Age 16-18: maths and English at GCSE or equivalent or Functional Skills (grades will be discussed at interview)
- Age 19+: must have maths and English GCSE or equivalent grade 4 to 9 (A* to C) or Functional Skills Level 2

Qualification

Business Administration level 3

Duration of employment

15 Months

Industry

Education centre

Job Location

Birmingham

Working Hours

35 hours per week

Base Salary

£ 3.90 per hour

Reference Code

BA00155

Date posted

September 9, 2019

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@gordonfrankstraining.co.uk