

Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00156/>

Apprenticeship Business Administrator

Company

Kms International Ltd

Description

Urgent vacancy! Apprentice Business Administrator required for KMS International Ltd based in Birmingham. (B12) Excellent opportunity to earn, learn and gain a nationally recognised qualification in Business Administration Level 3.

Responsibilities

Duties 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:

- IT literate
- Excellent communication skills
- Good telephone manner

Personal qualities:

- Honest
- Hardworking
- Reliable,
- Punctual,
- Intelligent,

Desired qualifications:

- Age 16-18: GCSEs (or equivalent) in maths and English (grades will be discussed at interview)
- Age 19+: GCSEs at grades A*-D/9-3 (or equivalent) in maths and English are a must

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.

Qualification

Business Administration Level 3

Duration of employment

15 Months

Industry

Car parts distributor

Job Location

Birmingham

Working Hours

35 hours per week

Base Salary

£ 3.90 per hour

Reference Code

BA00156

Date posted

September 9, 2019

Contacts

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Email – shakera@gordonfrankstraining.co.uk