

Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/ba00157-2/>

Apprentice Business Administrator

Company

RoSPA

Description

Fantastic new career opportunity, to work as an Apprentice Business Administrator for RoSPA based in Edgbaston (B15). This is an excellent opportunity to gain an Business Administration Level 3. Full training provided.

Responsibilities

Admin:

- Ensuring work place safety
- Arranging UK based training – Allocating trainers, booking venues, dealing with invoices
- Dealing with customer queries
- Dealing with UK based courses
- Booking Hotels

Event:

- Assisting/Organising Events
- Supporting with the smooth running of events
- Booking venue
- Attending events

Sales:

- Following-up warm leads
- Have an in-depth knowledge of how courses work
- High quality customer service
- Negotiating Prices
- Selling Health and safety

Road Fleet Safety department (RFS):

- Taking leads and passing this over to sales team
- Arranging international training
- Allocating trainers, booking venues, dealing with invoices
- Arranging visa's
- Booking flights and hotels (Project Management)
- Proposals

Requirements

Desired skills:

- Polite telephone manner
- Use of own initiative
- Organised

Personal qualities:

Qualification

Business administration level 3

Duration of employment

15 Months

Industry

Charity

Job Location

Edgbaston

Working Hours

35 hours per week

Base Salary

£ 3.90 per hour

Reference Code

BA00157

Date posted

October 23, 2019

- Confident
- Committed
- Willing to learn

Desired qualifications:

- Age 16-18: maths and English at GCSE or Functional Skills or equivalents (grades will be discussed at interview)
- Age 19+: must have Maths and English GCSE grade 9 to 3 (A to D) or Functional Skills Level 1-2 or equivalents

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

Call: 01213333001 or

E-Mail: Shakera.Rahman@gordonfrankstraning.co.uk