

# Gordon Franks Training

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## Business Administrator Apprentice

### Company

Word360 Ltd

### Description

Urgent vacancy for an business administrator apprentice. Gain essential administration skills working alongside Word360 Ltd based in Edgbaston! This is an Apprenticeship in Business Administration Level 3.

### Responsibilities

Duties include:

- Assisting with scheduling/managing interpreting/translation bookings
- Basic housekeeping on database and website
- General administrative duties including photocopying and filing
- Assist with invoicing process
- Assist training dept with organising training materials
- Make phone calls with the purpose of requesting basic information from clients/sub-contractors
- Updating linguist records and notes
- All other ad hoc duties as and when required

### 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

### Qualification

Business administrator Level 3

### Duration of employment

15 Months

### Industry

Interpreting & Translation service

### Job Location

Edgbaston

### Working Hours

35 hours per week

### Base Salary

£ 5.00 per hour

### Reference Code

BA00160

### Date posted

November 7, 2019

**Contacts**

Call: 01213333001 or

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