

Gordon Franks Training

<https://gordonfrankstraining.co.uk/apprenticeship-vacancies/support-assistant-apprentice/BA00142>

Support Assistant Apprentice

Company

MDV Enterprise Limited

Description

Fantastic and new career opportunity to work as an Apprentice Support Assistant with a MDV Enterprise Limited based in Birmingham (B9). This is Apprenticeship in Business Administration Level 3. Full training provided.

Responsibilities

Duties will include (but not limited to):

- Ringing potential clients for sales
- Listing items on various online sales websites
- Responding to customers messages
- Processing customers information
- Data entry
- Updating company database

Requirements

Desired skills

- Numerate and literate
- Good analytical skills
- Excellent communication skills
- Fantastic customer service skills
- Able to cope under pressure

Personal qualities

- Eager
- Attention to detail
- Use of own initiative
- Willingness to learn
- Ambitious

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

Qualification

Business Administration Level 3

Duration of qualification

15 Months

Industry

Audio visual equipment supplier

Job Location

Birmingham

Working Hours

35 hours per week

Base Salary

£ 3.90 per hour

Reference Code

BA00142

Date posted

July 19, 2019

Contacts

Call:01213333001 or email: Shakera. Rahman@gordonfrankstraining.co.uk