

Business Admin Apprenticeship Level 2 Business Administration in Chelmsford

About the company:

This is a fantastic opportunity to join a family run company. Our wholesale sandwich suppliers business was built around quality, reliability, consistency and innovation and these are still our core values today. As quality sandwich manufacturers, we hand make every product and deliver it to you in our own refrigerated fleet. You will be part of a friendly, enthusiastic team with the chance of progressing your skills.

Job Description:

You will be part of the Customer Service Team with a rapidly growing dynamic family run business. On a daily basis you will be expected to help deliver exceptional Customer Service and go that extra mile, ultimately leaving the customer happy. At this company we have a good track record of supporting Apprentices through their training and of creating full-time jobs at the end of the training period.

Your daily duties will be:

- Ensure telephone calls answered in timely manner in-line with Company policy
- Processing daily orders which are received via Telephone, Email, Fax and Internet
- Assisting the team in managing standing orders
- General administration duties
- Close working relationships with all departments to ensure Customers' needs are met
- Processing daily returns
- Update CRM system
- Updating customer price lists
- Any other duties at the request of Customer Service Manager
- Assist other teams as and when required

Working week:

40 hours per week, 9am-5pm, Monday-Friday

Wage:

£ 136.00 per week

Training:

TheLightBulb will provide the full NVQ Level 2 Business Administration Apprenticeship framework. This will include the three day technical certificate course and exam at our offices in Basildon. You will also do your Functional Skills (Mathematics, English and ICT) if required.

Skills Required:

Candidate must have excellent communication skills and strong customer service skills. In addition to this, candidates must have experience using Microsoft Office software including Word, Excel and Outlook.

Personal Qualities:

Candidate must be able to work using their own initiative, be hard working and self-motivated. They must also be responsible.