

Admin Apprentice within the Finance Sector Level 2 Business Administration in Chelmsford

About the company:

An exciting opportunity has arisen for new apprentices to join a well-established company who offers marketing services for their clients based within the financial industry. You will be given the opportunity for a long term career.

Job Description:

Responsibilities:

- Research and identify your target market.
- Develop and maintain product knowledge and understanding.
- Plan and carry out direct marketing activities.
- Secure new business and take ownership of referrals.
- Build and maintain ongoing and new business relationships.
- Monitor and report on activities to provide relevant information to management.
- Follow company procedures and guidelines on all new and existing business.
- Provide outstanding customer service at all times.
- Attend training and develop relevant knowledge and skills where necessary.
- Communicate with your peers at all times to ensure smooth company relations.

Working week:

Monday – Friday (9:00am- 5:30pm)

Wage:

£175.00 per week

Training:

TheLightBulb will provide the full Business & Administration apprenticeship framework. This will include the three day technical certificate course and exam.

You will also do your functional skills (Maths, English & ICT) if required

Skills Required:

GCSE's Grade A-C in Mathematics and English (or equivalent).

- Candidate must have excellent communication and customer service skills as well as a confident telephone manner.
- In addition to this candidates must have excellent organisational skills and be able to prioritise their workload.

Personal Qualities:

Candidate must be confident, professional, presentable, hardworking as well as enthusiastic and pay great attention to detail.