

Administration Apprentice Level 2 Business Administration in Grays

About the company:

An excellent company are looking for an Administration assistant. Their job role will involve interacting with potential clients.

Job Description:

Responsibilities:

- Dealing with client queries via the telephone and email
- Some reception cover when required
- Filing
- Data entry
- Using the in-house system
- Supporting all staff with the general administration duties throughout the office
- You will learn how to match the properties they sell / rent with a client's needs

Working week:

(Monday, Wednesday- Friday) 9:00am- 6:00pm

Day off on Tuesday.

(Saturday) 9:30am- 2:00pm

37 hours per week

Wage:

£129.50 per week

Training:

- TheLightBulb will provide the full Level 2 Business Administration Apprenticeship, this will include the three-day Technical certificate, course and exam.
- You will also complete your Functional Skills (Mathematics, English and ICT) if required.
- The employer will provide in house training suited to the apprenticeship position.

Skills Required:

The successful candidate must have excellent interpersonal skills. They should be courteous, professional, well-groomed & polite. They also need to be dedicated to learning their industry as well as working as a part of a team.

Personal Qualities:

They should be outgoing as well as being able to think outside of the box.