

Permit Officer/ Support Apprentice Level 2 Business Administration in Chelmsford

About the company:

An opportunity to work within Essex County Council as part of the Essex Permit team. The role will involve accurate record keeping, data input, dealing on the phone with the public, reviewing permits from the street register. A great career ahead for the right candidate! Interviews scheduled for the 9th June 2017.

Job Description:

- Assist in providing speedy and courteous responses to queries and complaints.
- Review permits from the street register ensuring conformance and uniformity across all work promoters.
- To provide administration and support for monitoring financial aspects of the Permit team in relation to utility fees and charges.
- Administration surrounding street work licences for skips, scaffolding and hording.
- Support pre-works meeting with work promoters.
- Support inspection team in meetings and site safety audits.
- Assist on projects and initiatives agreed with Essex Permit Manager.

Working week:

Monday-Friday 09.00 till 05.00pm, 40.00 per week.

Wage:

£206.80 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 you functional skills (Maths, English & ICT) if required

Skills Required:

- Good understanding of IT.
- Organisation skills.
- Good written and verbal communication and interpersonal skills.
- Proven ability to act as a valuable team player and use own initiative.
- Readiness to attend sites, work promoter's meetings and work in the office.

Personal Qualities:

- Ability to work methodically and speedily under pressure.
- Work on their own initiative, and collaborate effectively.
- Confidence.