

Business Administration Apprenticeship Level 2 Business Administration in Southend

About the company:

An excellent opportunity to join a friendly organisation in Southend area. Professional and supportive, this is a chance to gain a wide-ranging Business Administrative experience, for an enthusiastic, customer service focused individual.

Job Description:

Responsibilities:

- Providing office support including customer and employee support
- Keeping well-organised files and records of business activity
- Keeping computer databases up to date
- Interacting with clients and garage on the phone
- Answering phones and connecting calls to the proper department
- Taking phone messages and passing them on
- Communicating with materials suppliers and vendors
- Collecting and inputting company data
- Learning about the company's mission and available products/services
- Educating clients about what products/services are available and how to purchase them
- Building relationships with clients
- Sending faxes and emails
- Preparing documents by printing, copying, and binding
- Dealing with different aspects of claims, for example, instruct a garage if a car is repairable
- Booking a repair
- Phoning a policy holder

Working week:

(Monday-Friday) 9:00am- 5:00pm ½ hour lunch
37.5 hours per week

Wage:

£168.75 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.

Skills Required:

General business administration skills, communication skills, personal organisation and planning and building customer service and client relationship skills, as well as understanding how to contribute to a friendly team environment.

Personal Qualities:

Someone interested in cars
Friendly, well organised, keen to learn and contribute.
Good communication skills, both spoken and written, with a confident telephone manner.