

Administrator and Retail Shop Assistant Apprentice Level 2 Business Administration Storage in Southend

About the company:

An excellent opportunity to work in a retail environment providing business administration support, providing assistance to the floor manager and answering the telephone.

Job Description:

Responsibilities:

- Answering the telephone
- Helping with retail sales
- Providing administrative support to the rest of the team

The candidates must:

- Be smart in appearance
- Have strong customer service skills
- Work well within a team

Working week:

(Monday-Friday) 9:00am- 5:00pm
40 hours per week

Wage:

£140.00 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:

- The candidate must be confident with excellent customer service skills
- They must have strong communication skills and be competent in administration duties

Personal Qualities:

- The candidate must be smart in appearance and have excellent customer service skills
- They must be able to work well within a team