

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

About the company:

Pendle Vehicle Contracts are a contract hire and leasing company, that supply any make/model of vehicle to both the business user and private clients throughout the UK.

Job Description:

A fantastic opportunity to join an established and successful finance brokerage, specialising in vehicle leasing contracts. The successful applicant will be part of a small but friendly team, and will be motivated to train and develop in their role.

Working week:

Monday-Friday: 9.00am – 5.00pm; 1 hour lunch break.

Total hours per week: 35.00

Wage:

£122.50

Training:

TheLightBulb will provide the full Level 2 Business Administration Apprenticeship framework, 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 apprentice will be fully supported to develop the skills required to meet the business needs.
- They will be directed to develop strong customer service skills

Personal Qualities:

- Well organised, enthusiastic and customer focused person.
- Friendly and open, easy to engage with.
- Good attention to detail.
- An interest in the motor trade would be beneficial