

Business Admin Apprentice Level 2 Business Administration in Chelmsford

About the company:

We were founded in 1993 with the aim to provide a quality service tailored to the specific needs of the retail commercial and housing markets across Southern England, at a competitive price. A multi-service provider, with equal strength in all electrical disciplines. With our professional approach, backed by sound technical expertise, we provide a complete range of building services of the highest quality.

Job Description:

An exciting opportunity has arisen for an enthusiastic individual to join a company that specialises in Electrical Contracting. You will be responsible for the general Administrative duties such as invoicing, answering the telephone and handling emails.

Working week:

Mon – Thurs (8:30am – 5:00pm) Fri (8:30am – 4:30pm) (30min break)

Total hours per week: 37.50

Wage:

£150.00

Training:

Level 2 Diploma in Business & Administration

Programme to include 20% off the job training

On the job training will be given to support specifics

Skills Required:

- Good use of English
- Good Mathematical skills
- IT literate

Personal Qualities:

- Smart dress sense
- Confident
- Motivated
- Determined