

Business Admin Apprentice Level 2 Business Administration in Grays

About the company:

Charitable education services offering mentoring, tuition, business enterprise workshops and career guidance.

Job Description:

- To provide a range of clerical duties including photocopying, sending emails, filing, message-taking, sorting and distributing post, etc.
- To respond to routine correspondence and enquiries from students, parents, tutors, trustee's suppliers and other stakeholders.
- To deal with all customer contact effectively, and courteously, in line with T.I.M.E Youth Service's policies and procedures.
- To maintain manual and computerised systems including inputting data, keeping records, statistics, confidential and general filing systems as directed.
- To assist with the organisation of meetings and events, ensuring that all necessary arrangements are made.
- To deposit monies to bank account
- To produce invoices and keep accounts up to date
- Prepare learning materials for workshops and classes

Working week:

Min 30 hours, max 40 hours.

Wage:

£131.25

Training:

Level 2 Diploma in Business & Administration including 3 days of training at TLB offices in Basildon Programme to include 20% off the job training On the job training will be given to support specifics

Skills Required:

Organisational, communication and networking skills. Able to be have their ideas heard and developed with recognition.

Personal Qualities:

To be respectful, have a willingness to learn and work with young people. Be enthusiastic, flexible and able to work in a team.