

Business Admin Apprentice Level 3 Business Administration in Chelmsford

About the company:

We aim to become the first-choice accountancy tuition provider for students and employers. We employ only experienced tutors, achieve outstanding pass rates and provide first class customer service with great facilities. We have won PQ Magazine's 'College of the Year' award in 2010, 2012, 2014 and 2016.

Job Description:

Duties to include: -

- Organising classroom allocation and materials
- Scanning and filing
- Processing bookings
- Ordering stationary and student refreshments
- Dealing with inbound and outbound post
- Assisting tutors with materials required for classes
- Ensuring student common area is clear and tidy
- Answering telephone and dealing with enquires
- Ensuring materials ready for open days and events
- Assist with apprenticeship paperwork

Working week:

Monday to Friday 8.30am to 4.30pm

Total hours per week: 35.00

Wage:

£10,000.00 per annum

Training:

This role is a Level 3 Business Administration Apprenticeship. 20% of paid working hours will be for study, training and building the required portfolio of evidence needed to pass the apprenticeship.

Skills Required:

- Excellent communication skills
- IT proficiency in Word and Outlook
- Self-motivated
- Attention to detail

Personal Qualities:

- Self-motivated
- Well presented
- Confident
- Pro-active
- Keen to learn