

Business Administrator Apprentice Level 3 Business Administration in Witham

About the company:

We were founded and capitalised by its current directors in 1995 to enable its clients to understand the business profiles of their investee companies, especially their ethics, governance and sustainability. Today, we provide research and analysis on more than 4,000 companies based in 65 countries around the world. In addition to our core clients, our research is regularly quoted in media outlets such as the BBC, Financial Times, Guardian to name but a few.

Job Description:

To enable the Voting and Research Teams of Manifest to achieve their objectives through the provision of thorough, accurate and timely database maintenance services.

To procure reports and circulars from various sources as necessary

To log company meetings

To find and enter company meeting results on to the Manifest database

Working week:

Mon- Fri 9am-5pm

Total hours per week: 35

Wage:

£122.50 per week

Training:

Level 3 Business Administration Programme to include 20% off the job training

On the job training will be given to support specifics

Skills Required:

- Accurate
- Methodical
- Pro-active

Personal Qualities:

- Attention to detail
- Strong interpersonal skills
- Results focused
- Problem solving and analytical thinking
- Planning and organisation