



Business Administration Apprentice

StellarQdos - Nottingham NG16

Apprenticeship

Business Administration Apprentice wanted for a busy office environment in the centre of Mansfield.

This position is an opportunity for a motivated individual to join an enthusiastic hardworking team.

Your aims are to be a skilled active member of the team, looking constantly for new and better ways of doing the job.

This is a fantastic opportunity for an ambitious person to kick start their career. You will need to demonstrate both written and verbal communication skills, show a willingness to learn new opportunities and skills and be able to demonstrate attention to detail.

As part of this Apprenticeship your training will be delivered in the form of work based learning, where you will be supported by both your employer and your Training Provider. You will be working towards a Level 2 Business Administration qualification.

Apprenticeships are an opportunity to achieve nationally recognised qualification and relevant skills, whilst earning money. You will develop the essential, practical skills needed by employers.

This role is offered on an 4-8 week unpaid Traineeship which will then progress into the apprenticeship.

This is a growing company who are looking for longevity. Successful candidates may have the opportunity of full time employment at the end of the apprenticeship.

Job Type: Apprenticeship