

Job Description

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

The positions are for individuals who are motivated and enthusiastic about joining a hardworking team.

Traineeships are designed help young people who want to get an apprenticeship or job but don't yet have appropriate skills or experience. A traineeship is an education and training programme with work experience that unlocks the great potential of young people and prepares them for their future careers by helping them to become 'work ready'.

Traineeships can last from 6 weeks up to six months and are made up of three basic elements that are all needed to secure an Apprenticeship or other job:

- **Work preparation training** – Covering areas including CV writing, interview preparation, job search and interpersonal skills
- **A valuable work placement** – with an employer to give meaningful work experience and develop workplace skills
- **English and Maths support** – if required / needed

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. This is an ever changing role where each day will be different. You will be dealing with a variety of duties.

To apply, please send you CV to: sam@qdostraining.com or visit www.qdostraining.com and apply online