

## Administrator Apprentice – Ollerton

Are you ready for a challenge and would relish the opportunity to work for a professional and growing Company? Here's your chance:

The company we are working with is a specialist trade fire suppression company who work on behalf of a variety of both fire and FM companies. The sites they attend range from prisons and banking group headquarters to hotels and sports stadiums.

### **Key Responsibilities & Accountabilities of the role:**

- Meet and greet customers
- Opening and distributing post
- General office duties
- Maintain client files
- Support scheduling and programming of works with customers and engineers/sub-contractors
- Sending and processing electronic job sheets from engineers.
- Ordering equipment from suppliers
- Raising subcontractor orders
- Following through equipment queries and chasing deliveries

### **Person Specification:**

- Personality – Energy, Drive and Enthusiasm.
- Good communication skills
- Ability to work as part of team
- Methodical and can prioritise work load
- Computer literate
- Willing to learn and develop new skills, and go extra mile to ensure all projects run smoothly

Hours of work are 8.30 to 17.00 with 45 minutes lunch break.

20 days holiday + 1 day increase for every year worked up to 25 days.

Initially you will start on the minimum wage but there is the opportunity for the right person to move quickly up the wage structure.

This is a Business Administration Level 2 apprenticeship. You will be supported by both the employer and training provider to ensure you succeed in this role and gain a nationally recognised qualification.

You will be working full time, in your job role. The qualification training will be done mainly at the workplace, with the off-the-job training accounting for at least 20% of your employed time. An assessor will regularly visit you at work to observe you performing relevant tasks and to carry out professional discussions.