

## Business Admin traineeship/apprenticeship – Linby

A rapidly expanding medical services company based in Linby, Nottinghamshire, are looking for a broad minded person who is interested in becoming a Business Administration trainee/apprentice.

The company is a professional, reliable private medical service working for both the NHS and private clients alike. They operate a 24/7 private ambulance and medical service. As an experienced company they bring a vast wealth of experience from the NHS, private and voluntary sectors with an aim to provide high quality medical and ambulance services, truly believing in patient care and customer service. They offer a wide range of professional medical and transport services including

- Emergency or routine patient journeys
- Inter-hospital transfers and specialist retrievals
- On-site field hospital, ambulance and medical cover for a variety of events
- Medical cover for high risk work with specialised staff
- Transport for transplant
- Medical team and equipment transportation

The role will involve data entry, contacting customers and suppliers and booking vehicles and equipment in for service.

In this role you can be trained in First Aid, if you wish, and you will be encouraged to observe and attend events.... most employees who have done this have found it both interesting and enjoyable.

To succeed in this role you need to have a confident yet pleasant telephone manner, be flexible, broad minded, but also be aware that you will be dealing with sensitive information.

This role would suit a school/college leaver, however the role is open to anyone wanting to become an apprentice.

A DBS will be required, payable by the company. The company is located near a major bus route, and is only 10/15 minute walk from Hucknall train/tram stop.

**The applicant will need to complete a 6 week traineeship trial with the company. After completion, the successful applicant will have the opportunity to embark on to a Business Administration Level 2 Apprenticeship.**

**Traineeships are designed to help young people who want to get an apprenticeship or a job, however do not yet hold the appropriate skills or experience. A traineeship is an education and training programme with work experience that unlocks great potential of young people and prepares them for their future career, by helping them to become 'work ready'.**