Apprentice Business Administrator

Overview of Vacancy
Administrators need a broad range of skills to work efficiently and to help increase business productivity. If you’re not going to university, this is an ideal opportunity to learn new skills and find out what working in a business is all about.

Job Description
This is a varied role, encompassing all areas of office administration by implementing and monitoring administrative systems, procedures and policies. Common tasks that you may be asked to carry out include:

- Using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spread sheets and databases
- Devising and maintaining office systems
- Booking rooms and conference facilities
- Using content management systems to maintain and update websites and internal databases
- Attending meetings, taking minutes and keeping notes
- Managing and maintaining budgets, as well as invoicing
- Liaising with staff in other departments and with external contacts
- Ordering and maintaining stationery and equipment
- Sorting and distributing incoming post and organising and sending outgoing post
- Liaising with colleagues and external contacts to book travel and accommodation
- Organising and storing paperwork, documents and computer-based information
- Photocopying and printing various documents, sometimes on behalf of other colleagues

Typical Working Week
You will work on site for four days per week and attend college for one day a week. Most work hours are Monday to Friday, 08.00-17.00.

Person Specification
- Tech savvy
- A team player
- Goal orientated
- Highly organised
- Strong people skills
- Attention to detail
- An interest in organisational systems
- The ability to focus
Key Training/College Information

K10 will enrol and fund your qualifications through a SFA funded training provider.

Qualifications required/desirable

Minimum Requirements
Applicants need to have at least a Level 1 in Functional Skills or GCSE grade C or above in English and Maths, and Entry Level 3 in ICT. (GCSE’s valid within last 5 years)

Desired Requirements
It will be an advantage if you have some previous related work experience and you should be confident using ICT.

Timeframe
It is likely to take 12-18 months to complete this apprenticeship, depending on current qualifications and experience.

Career Progression
On completion of your apprenticeship you should think about what roles and responsibilities you most enjoyed. There are a vast array of progression routes and opportunities from office management to being an executive assistant, to document control. The world is your oyster!