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| **Vacancy Details** | Business Administration |
| Vacancy location | Office 14 Alexander House, 40A Wilbury Way, Hitchin, SG4 0AP |
| Number of vacancies | 1 vacancy |
| Employer website | [www.amazingapprenticeships.com](http://www.amazingapprenticeships.com) |
| About the employer | Amazing Apprenticeships are a small team with a big mission. We’re here to help educators, employers and students navigate the fast-changing world of apprenticeships. Our positively charged, inspired team has a wealth of experience in the public and private sectors, working in and with schools, colleges and some of the world’s biggest and boldest companies. We’ve seen first-hand the difference that employers can make to apprentices – and that apprentices can make to their employers. That’s why we’re committed to communicating a new understanding of apprenticeships – one in which everyone appreciates the huge opportunities on offer.  We deliver national projects designed to inform and inspire England’s students about apprenticeships on behalf of the National Apprenticeship Service. We arrange bespoke support packages for schools and colleges who want to increase awareness of apprenticeships. We create and deliver resources from posters and guides to films and live broadcasts with some of the country’s most prestigious employers. |
| Vacancy Job Title | Business Administration Apprentice |
| Salary | £12,500 |
| Vacancy type | Full time, permanent role |
| Apprenticeship level | Advanced |
| Apprenticeship standard | Business Administration |
| Expected duration | The apprenticeship is expected to take approximately 18-24 months to complete at this level and we have every intention of progressing the successful candidate onto a higher/degree apprenticeship on completion of the advanced programme. |
| Short description of the role | A hugely exciting opportunity has arisen for a Business Administration Apprentice to join our team based in Hitchin, Hertfordshire. This is a brilliant opportunity for someone to take their first steps into their career by working with a company that delivers national projects on behalf of the government to inspire the country about apprenticeships. |
| Contact details | [Hello@Amazingapprenticeships.com](mailto:Hello@Amazingapprenticeships.com) |
| Working week | Mon - Thur 08:30 – 17:00  Friday 08:30 – 16:30  (1 hour unpaid lunch break) |
| Paid hours per week | 37.5 hours |
| Holidays | 20 days plus bank holidays |
| Closing date for applications | Monday 8th July at 5pm |
| Interviews | Week commencing 22nd July |
| Possible start date | Monday 2nd September |
| Vacancy description | You will be supporting the smooth running of the business by assisting with a wide range of administrative work, including tasks such as receiving and directing enquiries, maintaining our Client Relationship Management system, word processing, creating and maintaining spreadsheets, online surveys and presentations, as well as providing support and assistance at events. The company is built on innovation, creativity, enthusiasm and hard work. We’re passionate about creating a new understanding of apprenticeships and we always want to deliver a service that is truly brilliant. |
| Experience | * Working knowledge of Microsoft Office applications including Microsoft Word, PowerPoint and Excel. |
| Essential Skills | * A minimum of 5 GCSE's including maths and English at grades A-C * Strong communication skills, both written and verbal. * Strong time management and prioritisation skills * Demonstrable creative thinking skills * Proactive willingness to learn * Enthusiastic * A calm, friendly and professional manner * Work effectively under pressure * Positive and practical can-do attitude * Attention to detail and problem solving skills * Teamwork and the ability to foster good working relationships |
| Desired skills \* | * Good IT skills and use of Microsoft Office packages (Word, Excel and PowerPoint) * Excellent time management skills and an ability to prioritise and multi-task * Good at spotting opportunities, picking up on trends, bringing new ideas * Excellent communication skills * Experience of webinars and online mail software (or a willingness to learn) |
| Desired personal qualities | * Hard working * Self- motivated and proactive * Positive, can-do attitude * Creative * Professional and well presented * Logical and organised |
| Desired qualifications | Desirable but not essential A-C Maths or English GCSE or equivalent |
| Future prospects | This is a fantastic opportunity for an individual to become involved in a range of innovative and exciting projects, develop sector knowledge and be guided by an experienced mentor. You will have access to long term training with an award winning training provider and the chance to progress within the company. |