

Calling All Apprentices

****LOCATION: ON-SITE; LUTON, BEDFORDSHIRE; LUTON RESIDENTS ONLY****

Business Administrator

Offering Level 3 qualification in Business Administration

The ideal candidate:

- Skilled in the use of multiple IT packages and systems relevant to the organisation in order to: write letters or emails, create proposals, perform financial processes, record and analyse data. Examples include MS Office or equivalent packages. Able to choose the most appropriate IT solution to suit the business problem. Able to update and review databases, record information and produce data analysis where required.
- Produces accurate records and documents including: emails, letters, files, payments, reports and proposals. Makes recommendations for improvements and present solutions to management. Drafts correspondence, writes reports and able to review others' work. Maintains records and files, handles confidential information in compliance with the organisation's procedures. Coaches others in the processes required to complete these tasks.
- Exercises proactivity and good judgement. Makes effective decisions based on sound reasoning and is able to deal with challenges in a mature way. Seeks advice of more experienced team members when appropriate.
- Builds and maintains positive relationships within their own team and across the organisation. Demonstrates ability to influence and challenge appropriately. Becomes a role model to peers and team members, developing coaching skills as they gain area knowledge.
- Demonstrates good communication skills, whether face-to-face, on the telephone, in writing or on digital platforms. Uses the most appropriate channels to communicate effectively. Demonstrates agility and confidence in communications, carrying authority appropriately. Understands and applies social media solutions appropriately. Answers questions from inside and outside of the organisation, representing the organisation or department.
- Completes tasks to a high standard. Demonstrates the necessary level of expertise required to complete tasks and applies themselves to continuously improve their work. Can review processes autonomously and make suggestions for improvements. Shares administrative best-practice across the organisation e.g. coaches others to perform tasks correctly. Applies problem-solving skills to resolve challenging or complex complaints and is a key point of contact for addressing issues.

- Takes responsibility for initiating and completing tasks, manages priorities and time in order to successfully meet deadlines. Positively manages the expectations of colleagues at all levels and sets a positive example for others in the workplace. Makes suggestions for improvements to working practice, showing understanding of implications beyond the immediate environment (e.g., impact on clients, suppliers, other parts of the organisation). Manages resources e.g., equipment or facilities. Organises meetings and events, takes minutes during meetings and creates action logs as appropriate. Takes responsibility for logistics e.g., travel and accommodation.
- Uses relevant project management principles and tools to scope, plan, monitor and report. Plans required resources to successfully deliver projects. Undertakes and leads projects as and when required.

The ideal candidate is both a self-motivated individual and a positive team player.

Responsibilities

- Plan and execute all IT, office, administrative, clerical and production of documents, files, and slides (as part of a team and on your own)
- Meet strict deadlines.
- Take minutes in meetings and manage all IT related issues.
- Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. This includes small and large businesses alike, from the public sector, private sector and charitable sector. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.
- The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.
- The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Qualifications

- 1+ years of office administrative skills and experience or qualifications
- Content creation skills (from personal experiences or for others)
- Excellent communication and organisational skills

You will receive product training plus ongoing guidance and support. Our Sales Executive's ideal candidate will have:

- A can-do attitude and self-motivated
- A willingness to learn
- Adaptability and flexibility – prepared for anything
- An ability to thrive in an enthusiastic and driven environment
- Excellent communication skills
- A positive attitude and openness
- Outstanding customer service skills
- A passion for new products and innovation

Entry requirements:

- Good English and Grammar essential
- A-C GCSE in Mathematics, English Literature & Language, Computer Studies, and Business Studies

The apprenticeship will typically take between 12 and 18 months to complete.

This apprenticeship standard is at Level 3.

Qualifications

Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment.

Career progression

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

Review date

The apprenticeship should be reviewed after 3 years.

You'll be working with a team of 5-10+ people.

All transportation costs covered by us and traveling up and down the country (UK) will be required of you as well as to Germany, China, USA, and other nations.

*Phone line provided

*Training provided

*Uniform provided

If you have any questions regarding this role or the salary we are offering, please feel free to email us at recruitment@ecoprms.com or call us on 02034328171.

Closing date: 25/06/2023