

## **Business & Sales Administrator Level 2 Business & Administration Apprenticeship in Grays**

### **About the company:**

This role represents a real opportunity to start a career with one of the most respected catering and facilities management companies in the UK. For over 40 years this employer has received a host of industry accolades and leads the way in quality standards.

### **Job Description:**

Our Vision Team are a vibrant and dramatic group focused on working to demanding deadlines. To fit in with this team you will need a strong attention for detail, be creative in your thinking and be able to write compelling propositions to make business processes and services come to life. This role will suit a dynamic individual who is tenacious and determined in character and focused on the task at hand.

To provide administration and support for the Vision Team.

The right person will be a predominantly office based central point of contact for all Crown Support bid team enquiries.

Other responsibilities will include working with head office and carrying out administration support functions such as dealing with finance, payroll, legal, human resources and business administration.

All tender and pre-qualification documentation will be coordinated by this position under the leadership of Crown Support and the Vision Team.

### **Working week:**

37.5 hours per week, Monday to Friday, 8.30am-5.30pm

### **Wage:**

£3.30 per hour, £123.75

### **Training:**

TheLightBulb will provide the full NVQ Level 2 Business & Administration apprenticeship framework. This will include the three day Technical Certificate course and exam.

You will also do your Functional Skills (Maths, English & ICT) if required

### **Skills Required:**

- Must be proficient in operating Microsoft Outlook, Word, Publisher, PowerPoint and Excel.
- Able to work to targets and provide weekly updates
- Must have strong attention to detail in written word, numerical and administrative work.

### **Personal Qualities:**

- Must be proficient in operating Microsoft Outlook, Word, Publisher, PowerPoint and Excel.
- Able to work to targets and provide weekly updates
- Must have strong attention to detail in written word, numerical and administrative work.