

Secretarial Apprentice

Level 2 Business & Administration Apprenticeship in Horndon on the Hill

About the company:

A successful window installation company are currently looking to take on an apprentice in their busy office. A confident individual to carry out a range of office/ secretarial duties. This company is looking for a motivated apprentice who can work on own initiative

Job Description:

This is a general administration role where duties will include:

- Organising paperwork
- Answering incoming telephone calls
- Filing
- Raising invoices
- Basic accounting
- Personally assisting the director
- All other general office duties

Working week:

30 hours per week, 9am-3pm, Mon-Fri

Wage:

£3.30 per hour, £99 per week

Training:

TheLightBulb will provide the full Business & Administration apprenticeship framework. This will include the three day technical certificate course and exam.

You will also do you functional skills (Maths, English & ICT) if required

Skills Required:

- Computer literate
- Strong telephone manner

Personal Qualities:

- Confident
- Motivated
- Trustworthy
- Ability to work on own initiative