

QUALITY ASSURANCE

Job Title: JUNIOR ADMIN ASSISTANT (APPRENTICE)
Reporting To: - Office Manager
Location: Office based – Birchwood One Business Park, WA3 7GB

This is a new opportunity within our business. As an Apprentice, we will support you as you work through your Level 3 Business Administrator course which runs for 18 months. You will work closely inhouse with the Directors and Consultants, as well as being the face and voice of the business to clients.

We will support and develop you in tasks such as making and receiving calls, booking meetings, assist in marketing campaigns, organising events, updating information on our CRM systems, social media and a whole host of other business administration duties. Qualities which are key to this role include being an effective communicator (written and verbal), having excellent organisational skills, and a confident individual who is eager to learn.

Principal Duties and Responsibilities

- Provide admin support – (using Outlook, Word, Excel, Powerpoint, Access).
- Screening calls and taking detailed, accurate messages
- Provide front of house presence - welcome visitors and offer refreshments
- Managing and distributing all incoming post and outgoing post and couriers
- Creating/updating marketing material for the property team
- Operating the property agency “office introductions” system
- Management of social media accounts
- Maintaining client contact details on company database
- Organise stationery supplies
- Assisting Office Manager with regular health and safety checks
- Assist in event planning when required.

Other Duties

- To undertake appropriate training as agreed with Directors.
- To contribute, wherever possible, towards BE Group's commitment to Quality.
- To be aware of BE Group's Quality Policy Statement and to implement Quality System Procedures as appropriate.

Candidate Essential Requirements

- Confident with all Microsoft Office packages
- Polite telephone manner
- Excellent written and verbal communication
- Extremely organised and attention to detail
- Able to prioritise a changing to do list
- Proactive and able to take the initiative when required to do so
- Comfortable working both individually and as part of a team
- Committed to studying and completing the Level 3 Business Administration course.

Package Details

- Salary £12,000 per annum
- Holidays – 25 days per annum plus bank holidays
- Pension
- Potential for permanent full time employment at the end of 18 month apprenticeship (subject to passing satisfactory probation period)
- Access to Health Assured Employee Assistance Programme
- Fun, social wellness activities.

Ref: Admin\Personnel\Job Description\BE Group\Junior - Admin Assistant
(Apprentice)

Updated June 2022