

## Business Administration Apprentice

Established in 1971, Heart of England Training is a leading apprenticeship provider, rated as 'excellent' by employers and apprentices and working with over 1,000 apprentices in England.

As an Administration Apprentice, you will be working at the heart of our company, the head office in Rugby, where you will be part of the office administration team. Your role will ensure the smooth running of head office and to aid the staff and academies to meet agreed targets and requirements as set within the company business plan.

**Hours of work:** Monday to Friday 9:00am to 4:30pm, 30 mins unpaid lunch break.

**Work pattern:** 35 hours per week

### Responsibilities

- You will be responsible for ensuring accurate data is uploaded and maintained on our company management information system.
- You will also be required to carry out quality checks to certify accuracy of both paper and electronic records
- You will regularly produce reports from our management information system which will be distributed throughout the company
- You will take part in the learner registration and certification process communicating with awarding bodies
- You will need to provide reception cover when necessary, which will involve operating a small switchboard, greeting visitors, setting up rooms for meetings and events, distributing incoming and outgoing post. Good customer service skills are essential.
- You will on a daily basis carry out other general office duties such as letter writing, photocopying, scanning and filing

### Skills

- Communication skills
- IT skills
- Attention to detail
- Organisation skills
- Customer care skills
- Problem solving skills
- Presentation skills
- Administrative skills
- Number skills
- Analytical skills
- Logical
- Team working
- Creative
- Initiative
- Non judgemental
- Patience

### Training

You will be enrolled on one of our apprenticeship programmes completing a Level 3

### Hiring organization

Heart of England Training

### Reference:

Reference: BA-APP-0526

### Employment Type

Full-time

### Job Location

Eleven Arches House, CV21 1FD,  
Rugby

Business Administration qualification.

- You may also need to work towards Level 2 Functional Skills in maths and English if not achieved prior.
- All training will be provided remotely via teams, during paid working hours.

### **Interested in this position?**

- We will offer you full training and support
- Monday to Friday, 9.00am–4:30pm working hours, 30 mins unpaid lunch break (FT)
- Work pattern: 35 hours per week (FT)
- 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata)
- Birthday holiday day after 'time served' period
- Health Care Scheme
- Company Pension Scheme
- Christmas Shutdown
- Annual company events
- Applicants who do not yet hold full qualification requirements will be supported to achieve within 3 years of joining

To find our more information and to apply, please click [here](#)

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.