



Job Description	
Post Title	Business Administration 6 Month (Fixed Term) Apprenticeship – Level 2 NVQ Certificate in Business and Administration & Business and Administration Knowledge.
<p>As an Apprentice you will learn how to apply technical skills learnt in a busy office environment and the classroom to work towards a NVQ Level 2 NVQ Certificate in Business and Administration & Business, Administration Knowledge. You will also work towards qualifications in Functional Literacy & Numeracy (if needed) along with personal development helping you to become a reliable member of the team.</p> <p>The successful candidates will be based in our various STRIDE areas based in Leicester City Centre working under the supervision of an experienced Administration team; we are looking for hardworking individuals to join us as an apprentice. The apprentice will learn to become a competent Administration Assistant.</p> <p>The main duties and responsibilities of the Administration Apprentice post are:</p> <ul style="list-style-type: none">• To be based in reception area and provide administration support.• Processing telephone calls and ensuring appropriate action is taken.• Operate standard office equipment, e.g. fax/franking machine/ photocopiers.• Distribution of mail.• Ensure that face to face enquiries (visitors, students and staff) are dealt with appropriately.• To undertake word processing of documentation (letters, reports, memos etc) including collation for documentation packs as required. .• File documentation, after familiarisation with filing systems, in accordance with file location.• To carry out such other administrative tasks and duties as required by the line manager appropriate to the post.• To follow STRIDE strict Health & Safety Procedures.	
Additional Detail	
<p>As an Administration Apprentice you must have good communication skills, both spoken and written, punctual, enthusiastic and committed to the work involved, willing to learn, be able to work on own initiative and as part of a team, be able to follow instructions including strict Health & Safety procedures.</p>	