

Job Specification: Business Administration Apprentice

Position: Business Administration Apprentice

Location: Paterson Brodie Limited, Cliveden Chambers, Cliveden Place, Longton, ST3 4JB

Working Hours: 37.5 hours per week (5 days of 7.5 hours each, with paid time to attend college)

Salary: £13,650

Overview:

We are looking for a motivated and enthusiastic individual to join our team as a Business Administration Apprentice. This is an excellent opportunity for someone eager to start a career in administration while gaining valuable qualifications. The successful candidate will receive paid time off to attend college and will be an integral part of our business operations.

Key Responsibilities:

- **Telephone Handling:** Answering telephone calls, directing inquiries, and transferring calls to the appropriate team member.
- **Document Management:** Typing letters and documents with accuracy and attention to detail.
- **Practice Management System:** Operating and updating our practice management system to ensure smooth business operations.
- **Client Interaction:** Greeting clients as they enter the office, ensuring they feel welcome and attended to.
- **Filing:** Organising and filing documents efficiently to maintain an orderly office environment.
- **Invoicing:** Preparing and sending invoices, as well as handling client email communications.
- **Social Media Marketing:** Assisting with the creation and management of social media content to promote the business.
- **Accounts Assistance:** Supporting the accounts team with various projects and tasks as needed.
- **General Office Duties:** Performing a variety of administrative tasks to support the day-to-day operations of the office.

What We Offer:

- **Paid College Time:** You will be given paid time off work to attend college and complete your studies.
- **On-the-Job Training:** Gain hands-on experience in a professional environment with the support of a friendly and experienced team.
- **Career Development:** This apprenticeship provides a pathway to future roles within the business, with opportunities for growth and advancement.

Candidate Requirements:

- **Qualifications:** While no formal qualifications are required, a good standard of literacy and numeracy is essential.
- **Skills:** Excellent communication skills, both written and verbal; basic knowledge of Microsoft Office (Word, Excel, Outlook); good organizational skills.
- **Attitude:** A positive, can-do attitude with a willingness to learn and take on new challenges.
- **Professionalism:** A professional appearance and demeanour, with a commitment to providing excellent service to our clients.

How to Apply:

If you are interested in this apprenticeship and meet the requirements, please submit your CV and a brief cover letter outlining your suitability for the role to solutions@patersonbrodie.com

This job specification is intended to provide an overview of the role and is not an exhaustive list of duties. The successful candidate will have the opportunity to develop and expand their role as they gain experience.