

Apprentice L3 Business Admin Job Ad / Description

Clark Door is a family-owned company that designs, manufactures, services and installs a wide range of specialist doors; including acoustic, fire-rated, temperature-controlled and industrial doors. The company's doors are designed and manufactured in Carlisle, Cumbria and are exported to more than 45 countries worldwide.

Clark Door has a long heritage having been established for more than 100 years and enjoys an excellent reputation for providing custom door solutions for the most challenging of projects. The company's highly engineered door solutions sit at the heart of many prestigious buildings including the Royal Opera House London, the Qatar National Convention Centre and NFL Los Angeles, to name a few. In 2020, the business was delighted to be awarded the Queen's Award for Enterprise: International Trade, in recognition of its achievements in international markets.

As a growing organisation, the talented Clark Door team is at the heart of the business. The company is proud to have taken on a number of apprentices over the last 30+ years, many of whom have worked their way up to highly technical or managerial positions within the business. Clark Door remains committed to providing opportunities for young people in Cumbria and training and developing staff so that they can enjoy a long and fulfilling career.

This year, Clark Door is looking to take on a Business Administration Apprentice to support a range of administrative tasks within our Project Office and others areas of the business.

Apprentices will gain a broad range of experience throughout their apprenticeship, including but not limited to:

- Learning to deal with a range of customer queries regarding documentation control and distribution, including on the telephone and via email.
- Developing knowledge of company and project documentation including systems such as 4Projects and Building Collaborator etc.
- Learning to adhere to and improve company document control procedures.
- Ensuring all documentation meets formal requirements and are to the required standards.
- Organising, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals.
- Producing detailed document progress reports for management, as required.
- Conducting regular reviews and document audits.
- Support the planning stage of projects.
- Cascading relevant files and documents in a timely manner in accordance with project milestones.
- Providing general administrative support to the engineering team and other departments as required.

Desired skills:

- Interpersonal and team work skills
- Strong communicator
- Thorough attention to detail
- Ability to use initiative
- Effective organisation and time management skills

Personal qualities:

- Hard-working and motivated

- Reliable and punctual
- Ability to work under pressure
- Attention to detail
- A positive 'can-do' attitude and personal drive
- Willingness to learn

Desired qualifications and experience:

- Minimum 4 GCSEs at grades C/4 or above (or equivalent) including English and Maths.
- Any work experience in a similar administrative role is desirable but not essential as full training will be provided.