



ACP
(CONCRETE)
LIMITED

Level 3 Business Administrator Apprentice

We are looking for an enthusiastic and committed business administration apprentice to join our vibrant and friendly team. You will work within our Sales department and will be supported through your qualification with real experience to complement your learning.

Job Purpose:

Undertake general office administrative duties as required.

Main Duties will include:

- Provide administrative support as directed by the Manager;
- Answering telephone calls, dealing with requests and/or enquiries as required;
- Processing correspondence, processing orders, IT data input;
- Respond to customer enquiries whenever appropriate;
- Acting as administrative liaison with internal and/or external sources;
- Working to deadlines and determined timescales;
- Deal with correspondence promptly and as required; including distribution of invoices, payment queries and communications received from suppliers, contractors and others.

Annual salary is dependent on age, skills, knowledge and experience (from £4.81 to £9.50)

Working Week : Monday to Thursday 08:00 to 5:00, Friday 08:00 to 4:30 (45 minutes lunch per day)

Expected duration: 18 Months

Possible Start Date: March 2023

Date Posted: 01 February 2023

Apprenticeship Level: Advanced Level 3 (A Level)

Positions: 1 available

Location: Head Office, Flimby, Maryport, CA15 8RY

What training will the apprentice take and what qualification will the apprentice get at the end:

- Fully workplace based, with regular meetings with Business Admin Assessor (Lakes College WC)
- Business Administrator, Level 3
- Where a business administrator has not already achieved Level 2 English and Maths, they must do so before taking the end-point assessment

What is the expected career progression after this apprenticeship?

Successful completion of the apprenticeship could lead to a higher-level apprenticeship or full-time employment for the right candidate.

Desired skills and personal qualities:

Communication skills, IT skills, Attention to detail, Organisation skills, Customer care skills, Administrative skills, Team working, initiative, willingness to learn and Flexibility

Qualifications:

GCSE or equivalent Maths, English and Business (Grade C/4 or above) essential

Things to consider:

You should have the ability to work at a fast pace with high attention to detail ensuring concise and reliable decisions are made. Your willingness and flexibility to adapt with the business should be evident as you will be providing administration support to the sales department.

The role has a repetitive element so the ideal candidate must be motivated and driven and can be perceptive with meeting the right deadlines of an ambitious company.

About the Company:

ACP (Concrete) Limited are part of the Thomas Armstrong Group of Companies, we are a specialist pre-stressed and pre-cast concrete products manufacturer in the UK.

The Thomas Armstrong Group have continually grown and developed as a business since 1830. We believe the key to this success is ensuring that the very best standards of quality and high levels of customer service are at the forefront of our business.

All CV's to be emailed to:- careers@thomasarmstrong.co.uk with a brief covering letter.

Closing date is 28 February 2023