

We are recruiting for a motivated and enthusiastic **Business Administration Apprentice** to join our Sales team.

The **key responsibility** of the role is to support to the Sales department but with an understanding of Quality Assurance and Engineering administration.

- General administration tasks required in a busy office including typing, data entry, answering incoming telephone calls, receiving visitors in reception, ensuring meeting rooms are prepared etc
- Preparing works orders for the sales team
- Taking responsibility and ownership for administration of the shared “sales” inbox
- Entering sales orders and onto the ERP system
- Compiling data for reports
- Scanning and filing of documentation following filing protocols
- Any other duties reasonably requested and deemed to be within your skills and experience

Competencies / Personal Attributes

- 5 GCSEs grade 9-4 including English and Maths
- Experience working on computers with Microsoft Office 365 packages including a good understanding of Word, Excel and Outlook
- Confident and professional telephone manner
- Ability to manage time effectively and prioritise workloads efficiently
- A willingness to provide exceptional customer service, be able to demonstrate good customer service and show initiative
- Ability to communicate with colleagues and customers at all levels in a confident, professional and friendly manner
- Drive and motivation to see tasks to completion
- Good level of personal presentation
- Flexibility to embrace change and changing working requirements

Objectives and Measurement

- Embrace the Company values to become an effective and reliable team member
- Complete Business apprenticeship level 3 via day release through Craven College
- Timely entry of enquiries, quotes, and sales orders
- Develop and manage effective working relationships with other team members at all levels

In return we can offer you our **benefits and rewards** scheme, it’s our way of saying thank you in recognition of the continued support and commitment you deliver every day.

- Competitive salary
- 36½ hour week with an early finish on a Friday
- Enhanced annual leave
- Boosted pension contribution
- Employee Assistance Programme
- Free onsite parking

- Progression and Career Opportunities
- Death in Service scheme

The successful candidate will need to undergo UK Baseline Personnel Security Standard checks due to the nature of the work performed and the requirement of the client contracts that we hold. To pass this security check you must hold a current British Passport.

Think you have what we are looking for? Then email your CV and covering letter saying why we should hire you to jobs@brooksbank.co.uk

NO AGENCIES PLEASE