

Apprentice Administrator

We are looking for an apprentice to join our business and provide general administration support as required in a busy sales office. With a combination of learning on the job and attending college one day per week, the apprentice will work towards a Level 3 Apprenticeship in Business Administration.

The key responsibilities of the role are:

- General administration tasks required in a busy sales office including typing, data entry etc.
- Answering incoming telephone calls and receiving visitors in reception.
- Printing documents and preparing works orders.
- Compiling data for reports.
- Assist with the taking minutes of meetings for sales office manager.
- Assist in the preparation of statistics.
- Taking responsibility for administration requests logged through shared sales inbox.
- Entering orders and invoices on ERP system.
- Proactive management of existing accounts using Salesforce CRM system
- Ownership of the main sales email inbox.
- Provide cover for absence within the sales team.
- Scanning and filing of documentation.
- Any other duties reasonably requested and deemed to be within your skills and experience.

Requirements and Prospects

Desired Skills

- Computer literate in Microsoft Office 365 packages would be an advantage.
- A willingness to provide exceptional customer service skills and be able to demonstrate good customer service.
- Excellent communication skills.
- Personal qualities.
- Drive and motivation to see tasks to completion.
- Flexibility to embrace change and changing working requirement.
- Ability to work alone but also good team player.
- Professional phone manner.
- Ability to communicate with clients at all levels in a confident, professional, and friendly manner.
- Good attention to detail.

Desired Qualifications

- Candidates will have a minimum of 4 GCSEs at grades A*-C/9-4 (or equivalent) including Maths and English.

In return we offer:

- Holiday entitlement of 25 days running January to December, per annum
- Pension contributions above statutory rates
- 36½ hour working with an early finish on Friday.

If you fit these criteria, please apply in writing with cv and covering letter to jobs@brooksbank.co.uk

Please be aware that many roles working for Brooksbank Valves will be subject to security restrictions. These restrictions mean that factors including your nationality, any previous nationalities you have held, and/or your place of birth may limit those roles that you can perform for the organisation.

NO AGENCIES