



## VACANCY

### NEW BUSINESS ADMINISTRATION APPRENTICESHIP

This 3-year apprenticeship starting in August 2016 will be working in a small and professional office environment you will be providing essential admin support to the team as well as taking on the role of receptionist.

Based at our Devizes site, reporting to our Office Manager your main duties and responsibilities will be:

- Meet and greet visitors
- Answering the telephone, transferring calls and taking messages
- Organising meetings and managing diaries
- Arranging business trips (flights, car rental, hotels etc.)
- Minute-taking of meetings
- Assist with financial reporting (MS Excel and AX use)
- Organisation of business lunches
- Record keeping
- Preparation of documents, printing and binding
- Filing and maintenance of internal documents

#### **Training**

The successful candidate will work towards a Level 3 Advanced Apprenticeship for Business and Administration Professionals.

The qualification consists of:

- Advanced Apprenticeship in Business and Administration
- Level 3 Diploma in Business and Administration
- Level 2 Functional Skills English, Maths & ICT (if applicable)

#### **Qualifications Required**

5 GCSES (A\* - C) including Maths and English

#### **We are looking for someone who is:**

- Organised & excellent at time keeping
- Competent at using Microsoft Office, including Word, Excel, Outlook
- Able to work both as part of a team and independently
- Able to demonstrate excellent written and verbal communication skills
- Willing to take instruction and carry out tasks efficiently and to a high standard
- Trustworthy and honest
- Eager to learn and improve skills
- Thorough with good attention to detail.

#### **Hours of work**

- 9:00am to 5:00pm Mon-Thurs: 8:30am to 16:00pm Fri. Total 37 hours.

#### **Package**

- Attractive starting wage.
- Access to Stakeholder Pension Scheme (once eligible)
- Private Family Healthcare (once eligible)
- 25 Days Holiday
- Good clean & modern factory with canteen and on-site parking.

#### **To Apply**

All application forms must be accompanied by a full CV and covering letter.

Application forms can be downloaded from our website and are also available from our Devizes Office, contactable on 01380 722421.

**Closing Date: Friday 22<sup>nd</sup> April 2016**

Please return to Human Resources, North Site

Cross Manufacturing Company (1938) Ltd, Hopton Road, Devizes, Wiltshire. SN10 2EU