

Business Administration Apprenticeship vacancies

WAES is searching for individuals to be responsible for providing business administration support to the various departments who play a vital role in the day to day running of the organisation. The role will provide apprentices with an overview of the organisation's business and involve interaction across all departments.

Typical duties

Creating and maintaining information on systems, administrative duties including typing, filing and scanning, carrying out market research, general office support and problem solving

Skills required

- Computer literate with the ability to use Microsoft Office (Word, Excel, Powerpoint and Outlook)
- An organised and methodical approach to work, and proven accuracy and attention to detail
- A good team member, with a co-operative, enthusiastic and can-do attitude
- Ability to work under pressure, meet deadlines and deal with competing tasks
- Clear and effective oral and written communication skills
- A courteous, flexible, helpful and patient manner with people at all levels

Qualifications required

Desirable but not essential: 5 GCSE Grades (C and above) or equivalent, including Maths and English.

Training provided

Business and Administration, Functional Skills Maths, English and ICT

Do you have what it takes?

Attend our **WAES Apprenticeship Open Day** from **09:30am until 3pm** on **Tuesday 28 October 2014** at the WAES Lisson Grove Centre (219 Lisson Grove, NW8 8LW).

At this event you will find out more about these apprenticeship opportunities and improve your chances of completing a successful application for the role. Register for the event online now at www.waes.ac.uk/vacancies.

Or apply for the role by completing the application form downloadable from www.waes.ac.uk/vacancies The closing date for applications is 7th November 2014.