

Business Administration Modern Apprenticeship



Location	Hawick
Hours	35 Per Week
Salary	£15,000 per annum
Contract	Fixed Term – 2 Years

Are you aged 16 or over, interested in a career in administration and looking for valuable paid work experience, alongside the opportunity to work towards an industry recognised qualification? At Waverley Housing we have a strong track record for demonstrating our commitment to providing opportunities for young people. We have an excellent opportunity for a Business Administration Apprentice.

What will I be doing?

This Business Administration Modern Apprenticeship will involve on the job training and external assessment.

Examples of tasks you may be expected to cover are:

- building effective relationships with all points of contact – both internal and external
- ad-hoc document preparation as required, e.g. letters, leaflets, forms, etc.
- logging and completing job lines
- liaising with tenants and making appointments
- providing admin support
- printing and photocopying
- scanning documents to electronic filing system
- answering telephone calls
- diary management using Microsoft Outlook
- undertaking mail merges
- researching best practice

What will I learn?

You will learn office administration functions, team working, organisational and planning skills, business IT and digital skills, decision making and how to analyse information and deliver a high quality customer service.

What qualifications and skills are required?

First and foremost you need to be committed to carrying out your apprenticeship with Waverley Housing. You need an awareness of what an apprenticeship involves and what you want to get from it at the end. You will get lots of support from us.

Successful candidates will have SCQF level 5 English and preferably a Business Administration qualification.

The qualification you will work towards is an SVQ Level 5 or 6 in Business and Administration and will provide you with the skills and knowledge required to undertake administrative roles and will help kick start your career in administration.

We are looking for candidates who have excellent time management skills and good communication skills and have a positive approach to work, together with the commitment to gaining a Business Administration qualification.

Excellent IT skills including a good understanding of Microsoft Office are essential.

How to Apply?

Email: recruitment@waverley-housing.co.uk and we will send you an application pack or download a pack from our website at: www.waverley-housing.co.uk/about-us/recruitment

CLOSING DATE FOR APPLICATIONS: FRIDAY 1 SEPTEMBER 2023

INTERVIEWS WILL BE HELD ON: THURSDAY 14 SEPTEMBER 2023

PLEASE NOTE CV's WILL NOT BE ACCEPTED.