



# **APPRENTICESHIP VACANCY**

## **LEVEL 3 ADVANCED APPRENTICESHIP**

### **BUSINESS ADMINISTRATION**

#### **Devizes**

The Business Administration Advanced Apprenticeship is an 18-month programme, commencing in September 2020. During the apprenticeship you will earn a salary and achieve a Business Administrator Level 3 qualification. Based in our Aerospace factory, Devizes, you will provide essential admin support in the key business areas. Your Apprenticeship will be provided by Wiltshire College and will be completed whilst working on-site.

#### **Duties and responsibilities:**

##### Reception / Sales & Production Office

- Meet and welcome visitors to the Company
- Answer the telephone, transfer calls and take messages
- Organise meetings and manage diaries
- Minute-taking of meetings
- Assist with financial reporting
- Record keeping
- Supporting production supervisors with preparation of work instructions and training records
- Preparation of documents, printing and binding
- Other general office duties, including database management, filing, scanning and archiving

##### Technical Office

- Provide administrative support to technicians and engineers
- Create and maintain technical documentation including route cards, bills of material, process specifications, instruction manuals, visual aids and procedures for internal and external use

##### Despatch Office

- Preparation of shipping documentation for all parts despatched within the UK and Worldwide
- Raising documents using external customer websites
- Liaising internally with Sales team on delivery times, schedules and management of delays and problems encountered
- Day to day communication with our Freight Forwarders
- Tracking orders to ensure timely deliveries
- General administrative duties including filing, handling emails, answering phone calls and input of data

#### **Training:**

The successful candidate will work towards a Level 3 Advanced Apprenticeship in Business Administration.

#### **Qualifications required:**

Minimum of 5 GCSES grades 9 to 4, to include Maths and English.

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

- Friendly and professional
- Organised and excellent at time keeping
- Proactive, flexible and willing to learn
- Competent at using Microsoft Word, Excel, PowerPoint and 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 develop within the role
- Thorough, with good attention to detail
- Previous experience of working in an office or retail environment would be an advantage

**Hours of work:**

- Monday to Thursday: 8:00am to 4:30pm. Friday: 8:00am to 1:00pm.  
Total 37 hours per week.

**Package:**

- 2-year fixed-term contract
- Attractive starting wage
- Access to Stakeholder Pension Scheme (once eligible)
- Private Family Healthcare (once eligible)
- 25 days holiday
- Clean, modern factory with canteen and on-site parking

**To Apply**

**Submit an Application Form, full CV and covering letter.**

Application forms can be downloaded from our website and are available from our Devizes Office  
Tel: 01380 722421

**Please send your application to:**

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

**Closing Date: Friday 24<sup>th</sup> April 2020**