

Apprentice Administrator

Ref: 1255



Employer:

Upper Teesdale Agricultural Support Services

Location:

Middleton-in-Teesdale, Barnard Castle

Wage/hours:

£124.50 and 30 hrs per week, Mon-Thurs 9am-5pm. Please note that the rate of pay will rise (based on good performance) to £150 per week.

Qualification that you'll work towards:

Business Administrator – Level 3

Duration:

18 months

Job description:

- Provide a friendly and positive welcome to visitors to UTASS
- Provide a 'first point of contact' for enquiries to reception
- Answer the telephone, take messages and either respond directly to enquiries or pass them on to the appropriate person/colleague
- Monitor calls to the answer phone, faxes and emails and pass on to the appropriate person/colleague
- Type, print and photocopy materials
- File paperwork to ensure adequate storage of records
- Liaise with appropriate agencies/organisations on behalf of service users and staff
- Assist with managing post in and out, including the preparation of mailings
- Assist with publicity of UTASS services including posters, newsletters, website and social media content
- Help to maintain contact lists and databases
- Prepare venues for meetings and events
- Prepare and collate information for UTASS activities and for funders reports
- Prepare paperwork for staff and service users
- Take notes and record action points at meetings
- Carry out other relevant tasks as deemed commensurate with the role and agreed with line Manager and UTASS Manager

Qualities required:

- Confident with use of IT including Microsoft Office
- Accurate and methodical in completing tasks
- Attentive to detail
- Proactive and flexible with good time management
- Good communicator, with the ability to listen and discussions confidently
- Ability to use own initiative but seek help and support when needed

We are looking for an individual who is looking to learn new skills and knowledge to support them in providing a high quality of business administration support and customer service in a busy working environment. The ideal candidate will have a positive attitude, be a good team player and have a good understanding of the communities of the Durham Dales.

Qualifications required:

5 GCSEs including maths and English at grade 4/C or above or the equivalent qualifications

Closing date:

3 Jan 2021, to start January 2021.

**To apply, email us your CV stating the ref. number of the vacancy to:
apprenticeships@bacoll.ac.uk**