# **Job title:** Business Support Administrator Apprentice

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| Main purpose |
| * Provide assistance to the business and project support teams in providing administrative support to our group managers, the technical teams and the wider company as required.
* Support our office admin processes and procedures in a flexible and efficient manner.
* Support our reception team when required
* Support other aspects of business administration as required.
* To complete a Business and Administration Apprenticeship course.
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| Main duties |
| * Support with the provision of administrative support to our operational teams and central business functions.
* Support with the organisation of travel arrangements (both UK and international) for colleagues and clients. Book hotels, flights, taxis and rental cars; arrange visas and produce travel packs.
* Support with the arrangement of attendance at conferences and seminars, completion of online registrations and submitting presentations.
* Help with management of diaries if required. Take a pro-active approach and prioritise/arrange appointments.
* Help manage external commitments, liaising with relevant individuals at external organisations.
* Prioritise and deal appropriately with all communications.
* Support with the processing of expense records for group mangers and their teams and ensure expenses are claimed/recorded in an efficient and timely manner.
* Support Project Managers with project administration support (for example contract variation orders, invoicing, compliance checks and project closure notices)
* Support with printing, document signatures and project deliverables.
* Support with general office supplies and ensure the office environment is organised and efficient.

**Operational group support*** Support with courier shipments
* Support with ordering office equipment/stationery and publications or charts as required.
* Support with preparation and induction of new starters.
* Support with purchase requisitions through the internal database.

**Additional tasks*** Support with daily incoming & outgoing mail.
* Maintain accurate records.
* Work as a team to provide a central business support function to all parts of the business.
* Provide reception cover as required.
* General office duties to support the business functions.
* Any other duties to support business requirements.
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| Hours of work |
| Full time. 37 hours per week, Monday-Friday  |

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| Group | Operations Management |
| Reports to | Kerry Sawyer - Office and Business Support Manager |
| Date agreed | Aug 2024 |