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

|  |
| --- |
| 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. |

|  |
| --- |
| 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. |

|  |
| --- |
| Hours of work |
| Full time. 37 hours per week, Monday-Friday |

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