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

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| **Knowledge and experience** | Essential | Desirable |
| Experience of using MS Office packages & IT systems |  | X |
| Experience of working as part of a team | X |  |
| Willingness to work towards a Business & Administration qualification | X |  |
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| **Personal attributes/behaviours** | Essential | Desirable |
| Ability to build collaborative relationships with a diverse range of people at all levels of an organisation | X |  |
| Strong organisational skills with ability to prioritise tasks |  | X |
| Resilient, highly motivated, with the ability to stay calm under pressure | X |  |
| High levels of professional pride and attention to detail | X |  |
| Excellent IT skills | X |  |
| Enjoys the routine of a process driven environment; willingness to make a contribution in a small team | X |  |
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| **Qualifications and skills** | Essential | Desirable |
| Educated to GCSE (or equivalent) level | X |  |
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