

VIEW (DOVE) LTD

Canolfan Cymuned y Banwen Heol Rhufenig Y Banwen CASTELL NEDD SA10 9LW

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Vacancy for Business Administration Apprentice

30 hours per week – hourly rate £3.70

We are pleased to offer an opportunity for a young person aged 16 – 19 years old to follow an apprenticeship programme which will give the skills and experience to pursue a career in business administration. Assisting in all areas of administration across the organisation including:

- Assist in providing general administrative support to managers and teams.
- Assist the review of administrative processes and procedures.
- Undertake specific project work under the direction and supervision of the manager.
- Assist the administration of meetings by co-ordinating calendars, circulating documentation and under supervision taking and distributing minutes.
- Assist in the maintenance of electronic filing systems.
- Assist in undertaking reporting, data interrogation / analysis.
- Liaise with members of staff at all levels on relevant work matters.

Benefits

Gaining on the job training, experience and support to achieve a QCF (Qualification Credit Framework, formerly known as NVQ) Level 2/3 in Business Administration, you will also have the opportunity to learn about the values and principles of the Third Sector and Social Enterprise.

To apply please email: smithlesley@btconnect.com or ring 01639 700024 to request an application pack. Closing date for applications: Friday 10th August 2018