

POST:	Business Administration and Accounting Assistant
APPRENTICESHIP LEVEL:	Business Admin L3 Apprentice x2
START DATE:	ASAP
LOCATION:	Edgware, London
WORKING HOURS:	10am to 6pm
SALARY:	£7ph

The Company

Established in 1996 we have been providing our customers with a long serving relationship which has enabled us to grow and remain through all market conditions as we believe in a ONE to ONE service which is hard to find.

We supply vehicles to cater the needs of all our customers such as **tailor ordered super cars** to customers who want quality reliable brands on a more affordable scale. We offer fantastic **finance packages** to allow customers to drive away your dream car without breaking the bank.

The Role

The role will include:

- basic bookkeeping
- spreadsheet work
- packaging and posting parcels
- ordering spare parts
- basic invoicing and letter writing

Some knowledge of cars helpful but not entirely required.