

<b>POST:</b>	Business Administrator
<b>START DATE:</b>	ASAP
<b>LOCATION:</b>	Feltham
<b>WORKING HOURS:</b>	Monday – Friday, 09.00am – 6.00pm Total hours per week: 40 Including 1 day (Tuesday) Training at City Gateway
<b>SALARY:</b>	£10,004.80  After 12 months the salary will go up to minimum wage for your age.

### The Company

We are one of the leading providers of courier services, sea freight and air freight services in the United Kingdom. Our primary focus is to ensure that our customers receive their items at the desired destination at the desired time. We operate a "no excuses" policy; thus our customers are never disappointed. We offer next day courier pick-ups and immediate national and international delivery. Whether you have business or personal shipping needs, our trained and friendly professionals are available, 7 days a week, 24 hours a day, to assist you. We offer huge resources of skill and expertise in all areas of freight related movement covering most parts of the globe.

### The Role

An amazing opportunity has arisen to undertake a Level 3 Business Administration Apprenticeship with a leading provider of Courier Services; Sea Freight; and Air Freight; Services from the United Kingdom to other parts of the world.

### Duties include:

- Dealing with telephone and email enquiries from external clients
- Booking collections
- Faxing, filling and retrieving information and documents
- Data entry
- Post opening
- Reception duties
- Timely response to customer enquires
- Support to account officer

### **Desired Skills**

- Great communication skills
- Attention to detail
- Organisation skills
- Administrative skills
- Analytical skills
- Team working
- Initiative

### **Desired qualification**

- Maths GCSE grade A\*-C or 9-4 or equivalent or Functional Skills Level 2
- English GCSE grade A\*-C or 9-4 or equivalent or Functional Skills Level 2

### **Future Prospects**

- Completion of Business Administration Level 3 Apprenticeship
- Full time employment within the company may be offered after the successful completion of the apprenticeship

### **Things to consider**

Make sure you have checked if you are able to get to the workplace. Check travel and plan your route before. This will be a question we will ask during pre-screening stage.