

POST:	Business Administration Apprentice
APPRENTICESHIP:	Business Administration level 3 (18 months)
START DATE:	ASAP
LOCATION:	London, SW1H 0NB
WORKING HOURS:	Monday, Wed, Thu and Friday 9:00 am to 6:00 pm Every Tuesday Training at City Gateway 9:30am to 4:30pm Total hours per week: 38
SALARY:	£4.81per hour

The Organisation

Founded in 2013 by Solicitor and Notary Public Ana Elizabeth Afonso, Castelo Notaries have garnered a positive reputation for providing first-class legal services including notarisation, legalisation and certified translation in London.

Duties and responsibilities

- Answering telephone & email enquiries
- Logging jobs onto the company system
- Supporting senior office administrators in their duties
- Maintaining spreadsheets for management duties
- Working in a structured/routine manner with recurring daily/weekly/monthly tasks to be completed
- Embassies & Foreign office drop offs/ pickups.
- Desired skills - Eligibility to work in the UK
- Excellent verbal communication
- Strong interpersonal skills and ability to build relationships
- Able to follow instructions
- Able to take constructive feedback and learn from mistakes
- Good practical skills and great timekeeping
- Takes pride in their work and accepts responsibility
- Committed to the values & expectations of the Apprenticeship Programme
- Team player
- A flexible and adaptable approach to work

- Enthusiasm and self-motivation to learn and progress Willingness to complete relevant course work to the best of ability
- GCSE English and Maths grades C/4 and above
- Personal qualities
- Professional and flexible
- Driven and positive
- Have a genuine interest in working with and helping customers
- Ability to manage stress
- Well-presented, polite, tactful, and friendly

Desired Skills

- Excellent verbal communication
- Strong interpersonal skills and ability to build relationships
- Able to follow instructions
- Able to take constructive feedback and learn from mistakes
- Good practical skills and great timekeeping
- Communication skills
- IT skills
- Organisation skills
- Customer care skills
- Administrative skills
- Logical
- Team working
- Initiative
- Non judgemental

Desired personalities

- Professional and flexible
- Driven and positive
- Have a genuine interest in working with and helping customers
- Ability to manage stress
- Well-presented, polite, tactful, and friendly

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

- Full time employment