



Apprenticeship Opportunity Business Administration – Business Support

Purpose of job

Working within a team providing administrative support to the ATLAS ELEKTRONIK UK (AEUK) business. The business support team provide the following support: reception; travel; hospitality; post; archiving; document preparation – formatting, proof reading, binding, laminating; minute taking; stationery supplies; branded goods; work wear and general administrative support. The apprentice will be part of the team and have exposure to all of the above activities at some point during the apprenticeship.

Reporting relationships

Reports to the Business Support Manager

Location

Dorset Innovation Park, Winfrith, Dorset

Closing date

6th May 2018

Qualifications

Minimum of 5 GCSE's, or equivalent in Maths and English grade A*-C; A-Level candidates would also be considered for higher level apprenticeships.

Knowledge, skills and personal qualities required

- IT literate and knowledge of MS Office (Word, Excel, Outlook, etc.)
- Good at English especially written and telephone communication
- Able to work as part of a team
- Able to meet deadlines
- Strong attention to detail
- Flexible and able to adapt
- Reliable and well organised
- Willing to learn and confident to ask questions if unsure
- Conscientious

Challenges

- Working to deadlines that cannot be missed; accuracy is essential; small team so everyone's contribution counts; may be a need to work additional hours on occasions if required for a specific reason; there is a lot to learn; essential that confidentiality of personal information is maintained.

Other requirements

- This role requires an SC security clearance.

How to register your interest

Please forward your CV and a covering letter explaining why you are interested in the apprenticeship to training@uk.atlas-elektronik.com, stating the apprenticeship title in the subject line.

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