



Apprenticeship Opportunity Business Hospitality – Business Support

Purpose of job	Working within the Business Support Team providing hospitality support to the ATLAS ELEKTRONIK UK (AEUK) business. The Business Support Team provide the following hospitality support: reception; booking meeting rooms; ordering lunches; conference room set up to the specific requirement; stock control. The Team also provides support in travel; post; archiving; document preparation; 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	3rd June 2018
Qualifications	GSCE Grade D/3 or above in English & Maths or Functional Skills Level 1 in English & Maths.

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; ability to multi-task; 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. This will be processed with the successful candidate.

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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