

Vacancy Application

Vacancy Title	Office Administration Apprentice
Vacancy Ref:	33287
Full Description: <ul style="list-style-type: none"> • Role • Area/ Dept • Responsibilities • Work with who/ which team? 	<p style="text-align: center;">A fantastic opportunity to join a Hotel, Golf & Leisure Resort in Northampton. The role will involve working in the property management department</p> <p style="text-align: center;">Working within a team of 3 you will provide general administration support, telephone answering, basic accounts, inventories for lodges etc</p>
Short Description: Brief summary of nature of role. This will appear in the search results for the candidate.	Office Administration Apprentice required to join a Property Management Team in Northampton
No. Positions Available:	1
Weekly Wage:	£95 per week
Working Week:	35 hours per week
Future Prospects:	Once qualified may be able to apply for a Administration role
Company Contact:	Donna Rowland 01604 736 552 donna.rowland@northamptoncollege.ac.uk
Employer Description: Interesting reflection on size location and environment of company	31 bedroom Hotel Golf Club Leisure Club Bar/Restaurant Conference Suite Lodge Management
Apprenticeship:	Business Administration Apprenticeship
Training Provided:	Business Administration NVQ Level 2, Technical Certificate in Administration Level 2, Key Skills Level 1 in Application of Number and Level 2 in Communication
Duration:	12 – 18 Months
Skills Required:	PC Literate Excellent communication and interpersonal skills

Qualifications required:	Grade C or above in Maths and English are desirable
Personal Qualities:	Looking for a confident individual with a strong desire to learn. Must be enthusiastic, trustworthy, self motivated, punctual and well presented.
Important Other Information: e.g. Working away, travel, shift work etc.	Shift pattern will be Monday to Friday – shift will be decided with the successful applicant depending on transport. Funding has been externally secured therefore applicants must be 16-18 years old
Reality Check: e.g. position outdoors, standing all day.	
2 Specific Questions Employer would like to ask: e.g. what key personality traits make you suitable for the position?	Who do you see as your role model and why? Describe a time when you have been met with a difficult situation and how you overcame it?

Closing Date:	25/06/10
Interview Start Date:	28/06/10
Possible Start Date:	29/06/10