

Vacancy Application

Vacancy Title	Trainee Administrator Apprentice
Vacancy Ref:	
Full Description: <ul style="list-style-type: none"> • Role • Area/ Dept • Responsibilities • Work with who/ which team? 	<p>Trainee administrator to work in Northampton to help with day to day production of neat and accurate text documents and internet sites including general administrative duties such as;</p> <ul style="list-style-type: none"> • Responsible for stationery stocks and office equipment • Welcoming visitors and arranging refreshments • Answering the telephone and managing post and email • Maintaining filing systems, both manual and electronic • Participation in Events and Marketing activities <p>The trainee administrator job will be challenging and varied as once you are proficient with one process we will teach you more but always going at your pace.</p>
Short Description: Brief summary of nature of role. This will appear in the search results for the candidate.	Trainee Administrator working within a Property Management Company in Northampton
No. Positions Available:	1
Weekly Wage:	£95
Working Week: Please state No. of hours	35 hours a week. Monday-Friday. Some Flexible hours required.
Future Prospects:	For the right person the opportunity to learn the property industry properly and progress through the ranks as we grow.
Company Contact:	Yvette Witcombe 01604 736560/ Donna Rowland 01604 736552

Employer Description: Interesting reflection on size location and environment of company	<p>Property Management company based in Northampton which has a highly experienced team of lead generation staff and property.</p> <p>The founding Directors have been actively involved in the property market for over 15 years and are experienced in lettings, operations, sales, marketing, finance and IT solutions.</p>
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Apprenticeship:	Business Administration Apprenticeship
Training Provided:	Business Administration Apprenticeship NVQ Level 2 in Business Administration Technical Certificate Functional Skills
Duration:	12-18 Months
Skills Required:	The successful candidate will need to have good communication and excellent interpersonal skills, accurate in their work with a good understanding of grammar and spelling. Working well in a team. Able to meet deadlines and work under pressure. Discrete when handling sensitive information. An interest in business and property would be advantageous.
Qualifications required:	There are no formal entry requirements for trainee office administrators, although some GCSEs/S grades (A-C/1-3) in English and administration would help. Good keyboard skills are essential and additional computer knowledge of Word and social networking skills such as Twitter and Face book a real plus. Having a full driving licence and own car is advantageous as we have many properties in and around Northampton that need checking from time to time and we would love to promote you to becoming a member of our lettings or sales team if you so wanted and showed the ability.
Personal Qualities:	Good communication Excellent interpersonal skills Accurate Good understanding of grammar and spelling Working well in a team Ability to meet deadlines and work under pressure An interest in business and property would be advantageous. Good work ethic
Important Other Information: e.g. Working away, travel, shift work etc.	Standard office hours, from Monday to Friday. Flexitime and shift work is also possible with us as we host events up and down the country and we will expect you to help us with these marketing events and of course you will be remunerated We will totally support personal development of all our trainees by offering a combination of in-house and external courses, and the opportunity to work closely with experienced members of staff. Wage increase and bonuses may be offered on performance and skills gained.
Reality Check: e.g. position outdoors, standing all day.	Flexible attitude as flexible working hours are required to cover and assist in events and promotional activity.

<p>2 Specific Questions Employer would like to ask: e.g. what key personality traits make you suitable for the position?</p>	<p>Have you ever 'sold' anything? How would you prioritise your day?</p>
<p>Closing Date:</p>	<p>30/07/2010</p>
<p>Interview Start Date:</p>	<p>06/07/2010</p>
<p>Possible Start Date:</p>	<p>01/08/2010</p>