

Vacancy Application

Vacancy Title	TRAINEE ADMINISTRATOR - SITE
Vacancy Ref:	
Full Description: • Role • Area/ Dept • Responsibilities • Work with who/ which team?	<p>To assist in providing Administration Support to the Northampton site only. Team of 6 plus technicians in the field. Providing a comprehensive service to departments internally and to external customers and suppliers.</p> <ol style="list-style-type: none"> 1. Typing, copying and distribution of correspondence, as required to all site team. 2. General administration assistance to the business as required. 3. Maintain an accurate and up to date central filing system. 4. Maintain adequate stocks of stationery/FHM forms. 5. Assist with outgoing mail, labelling of envelopes, franking etc. 6. Produce Staff and Operative ID badges and keep an up to date register. 7. Order materials from local and national suppliers in accordance with Site Managers requirements. 8. Be competent in Microsoft Office programmes. 9. Be responsible for all data input. 10. Support Resident Liaison Officer and General Foreman on Site visits. 11. Providing refreshments for the Meeting Room when required. <p>Work towards NVQ Level 2 Business Administration qualifications</p>
Short Description: Brief summary of nature of role. This will appear in the search results for the candidate.	
No. Positions Available:	1
Weekly Wage:	£ per week will be based on national minimum wage for age and not apprenticeship minimums
Working Week:	Monday – Thursday 08.00 -16.30 Friday 08.00.15.30
Future Prospects:	Variety of opportunities throughout business
Company Contact:	Lysette Howe 01604 736 553 lysette.howe@northamptoncollege.ac.uk

Employer Description: Interesting reflection on size location and environment of company	As part of the Keepmoat group, Frank Haslam Milan is a regeneration specialist delivering a holistic package of housing services, including refurbishment, repairs, facilities and asset management, extra care residential schemes, maintenance and new build projects in the East Midlands, West Midlands, North East, Yorkshire, South West and South Wales. Working with local authorities to modernise thousands of properties with new kitchens and bathrooms, new electrics, plumbing and envelope schemes.
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Apprenticeship:	Business administration L2
Training Provided:	Work based learning ERR Technical certificate Functional skills
Duration:	24 months

Skills Required:	Flexible Pro active approach Good team player Good timekeeper Organised individual Excellent communication at all levels for both telephone and face to face interaction Attention to detail Good telephone manner
Qualifications required:	Good standard of English, Maths and IT GCSE
Personal Qualities:	Looking for an extremely enthusiastic individual who can show common sense, take a mature approach with a willingness to learn and develop skills and experience Ability to work to deadlines whilst maintaining quality of work and quality customer service, Reliable hardworking and trustworthy Good sense of humour Friendly whilst maintaining a professional approach
Important Other Information: e.g. Working away, travel, shift work etc.	Interviews to be held on Tuesday November 29th 2011 Applicants will be contacted on Monday 28th November to arrange
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?	How do you prioritise tasks? Why do you want to work for this organisation in this role?

Closing Date:	Sunday 27 th November
Interview Start Date:	Tuesday 29 th November
Possible Start Date:	