

Level 3 Apprenticeship in Business Admin

Company Description

Established for over 20 years, Applegate has become a leading business marketplace, now using Artificial Intelligence systems to heighten our offering even further. But we aren't just about the technology – our staff make our business what it is. We think it's important to nurture our colleagues, invest in your personal development and provide excellent progression opportunities.

About the role

Over the 2-year Apprenticeship programme, you will have the opportunity to work in a range of different departments to expand your skill set and carry out the below responsibilities:

- Liaising and communicating with clients
- General business admin duties
- Updating client records
- Processing request for quotations and providing support to clients.
- Assist colleagues when additional help is required.

Whilst working towards your qualification, you will develop skills such as: communication, IT, problem solving, organisation, commercial awareness and many more.

Degree study takes place half a day weekly, you can find out more information regarding the course here: <https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0>

Key Benefits

- Early finish Friday (*...because we want your weekend to be a real break – you shouldn't take work home with you*)
- Course fees paid.
- Earning whilst you learn.
- Enjoy work related experiences including trade shows, events and business-related seminars with all expenses paid for.
- Progression on to the Business Management Degree Apprenticeship

Additional Detail

- Salary - For the first year of the apprenticeship, you will be paid national apprenticeship wage and then this will increase after 12 months.
- Workplace pension scheme.
- 33 days paid holiday a year inclusive of Bank Holidays.
- Hours: 8.45am – 5.15pm Monday – Thursday and 8.45am – 4.15pm Friday.

On completion of the Level 3 Business Admin you have the opportunity to progress onto our 4 year Degree Apprenticeship scheme, qualifying you for benefits like the below:

- First Rung Housing Scheme, the company will match up to £10,000 of your savings towards a housing deposit.
- Optional 6 weeks sabbatical to go travelling or to use as you please.

If you're looking to obtain kickstart your business career with 0 cost, we'd love to hear from you. Please apply through indeed providing your CV and cover letter.