

## Seta Advanced Apprenticeship

### Receptionist/Administration Apprentice, Washington

#### Company

Sunderland Engineering Training Association (Seta) is a not-for-profit Group Training Association which delivers apprenticeships and both standard and bespoke commercial training courses. We are a trusted training provider and have an exceptional track record of delivering for clients across a range of sectors, many of which are global household names, and we provide a launchpad for careers in engineering, manufacturing and related industries. We work with a broad spectrum of companies, from sole traders to multi-nationals.

#### Business Imperative(s):

- To Maintain and Support Business Growth
- To Support High Percentage Success Rates

#### Job Role

The role is 37 hours a week Monday – Thursday 8:00 – 16:30 Friday 8:00 – 13:00.

- Provide admin support to the Office Manager and the CEO
- To maintain financial records
- Support the reception area
- Serve visitors by greeting, welcoming, directing them appropriately
- Answer, screen and forward incoming phone calls
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and controlling access (monitor attendance, issue visitor badges)
- Obtain quotations from suppliers, raise purchase orders, receive incoming goods
- Update appointment calendars and schedule meetings and appointments
- Maintain mailing lists, send out regular mailshots as required (content provided by others)
- Provide support for apprentice and employer recruitment including attend events as required
- Provide support for commercial course provision, including, course materials, certificates, scanning course feedback forms
- Perform other clerical duties such as weekly clock cards, leave forms, filing, photocopying, collating, etc.
- Support Centre Manager and other members of staff as and when requested and time permits
- Other duties as required from time to time

#### Requirements:

Applicants must have at least 5 GCSE grade C/4 or above including English Language and Maths.

#### Salary:

The successful applicants will start in September on a salary of £3.90 per hour with increments based on successful progression.

#### To Apply

Apply online as soon as possible at [www.seta.co.uk](http://www.seta.co.uk) Please click on Business, Professional or Administrative Apprenticeship at the top of the online form and quote reference BusadminSETA in the reference box.