

Business Admin/Accounts Apprenticeship in South Shield, NE34 0NU

The Company

With this company's in-house design capabilities, their investment in state of the art machinery, and skilled and experienced work force, they can produce a uniquely wide range of products to an extremely high standard. Their engineers can assist in product development. They can carry out on-site installation and repair work.

Job Role

The role is 39 hours. Monday - Friday 7.30am - 4.30pm and duties will include:

- Management and distribution of incoming and outgoing post
- Answering incoming calls, taking messages and following through where required.
- Greet any visitors to the offices in a professional manner and provide refreshments when appropriate.
- Audio typing of reports and letters with speed and accuracy.
- Management and coordination of external audio typing facility should workload necessitate the use of external resources.
- Data entry for the accounts payable invoices (in-house training provided) internal Business Management System (BMS) and assist in further development and improvement of the system. (Full training will be provided).
- Maintain the office filing/archiving system in both hard and electronic format.
- Raise invoices/statements and assist with credit control process.
- Proactively assist with the smooth running of the office.
- Diary co-ordination
- Assistance with marketing; to include, events, campaigns, website, social media accounts.
- Assist with purchase orders.
- Assist with accounts and technical knowledge.

Applicants must have GCSE grades at C/4 or above in English and Maths.

Salary

The successful applicants will ideally be able to start either immediately on a salary of £4.15 per hour with increments based on successful progression.

To Apply

Interested in this or any of our other apprenticeship vacancies? Apply online at www.seta.co.uk
Please click on Engineering at the top of the online form and quote reference **TauBPA** in the reference box.