

## **Business and Administration**

Recruiting Agent – Microcom Training

£6,370 - £12,000 per year

Perth Full-time (35 Hours)

Closing Date 31/03/2018

SCQF level 6/7 / MA level 3

Apply via [www.apprenticeships.scot](http://www.apprenticeships.scot)

### **Job overview**

An aviation hangar based in Perth are now looking to recruit a Business and Administration Modern Apprentice. All applicants should have a keen interest in working within a busy office environment doing administration tasks.

### **What might a typical day in this job look like?**

Office administration, maintain good customer relations with existing and new customers. Main duties, answering/transferring telephone calls, producing & processing orders, banking, credit control, arranging dispatch, filing, photocopying, following up of emails, post, reports and data entry, some stocktaking involved etc.

### **What will I learn?**

On completion you will be awarded with your SVQ level 3 in business and administration.

You will also learn more personal qualities such as:

- Good communication skills, both oral and written
- Good organisational skills
- Good interpersonal and customer service skills
- An ability to work using own initiative within boundaries
- An ability to work effectively with people across a wide range of levels and responsibilities
- Good team-working skills

### **What qualification or qualities are required?**

- Good standard of education to Nat 5 Equivalent
- Higher's (Desirable not essential)

### **Knowledge, Skills & Experience Required**

- Good numerical skills
- Customer Service
- Positive outlook
- Team Player
- Excellent time keeping
- Ability to problem solve and use your own initiative
- Good Planning skills
- Good Communications Skills
- Computer Systems Literate