

<b>Vacancy Details</b>	
Vacancy Title	<b>NVQ Apprentice Business Admin Assistant</b>
Company	Shearstud Ltd
Address	Airfield Industrial Estate Ashbourne Derbyshire
Contact Name	Lisa Yeomans
Contact E mail	info@shearstud.com
Employer Description	Supplier of specialist products to the building trade
Job Description	<p>General office duties are including answering the phone and giving quotes, Book-keeping, website maintenance, emailing potential customers, data input and maintaining accurate information. Customer support. Reviewing contact details on a regular basis to ensure e-mail addresses and other contact details are correct.</p> <p>Ensure the reception and admin areas are clean, safe, attractive and presented in accordance with Shearstud Ltd's vision and ethos. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.</p> <p>Contribution made to improving standards and procedures within admin; own development, inputting new ideas, identifying efficiency improvements.</p>
Positions Available	1
Weekly Wage	£95 per week
Working Week	Monday – Friday 9am – 5pm
Future Prospects	Advanced Apprenticeship for the right candidate
Training to be provided	Apprenticeship in Business Administration
Skills required	Organised, IT literate,
Qualifications required	A to D Maths or equivalent A to C English or equivalent
Personal Qualities	Friendly, confident on the phone, able to work on own initiative.
Any other important info?	This position is for an initial 13 week contract but may lead to a further 20 weeks and the opportunity to progress on to an Advanced Apprenticeship
2 vacancy specific questions	<p>1) Why have you decided to apply for this post?</p> <p>2) Can you work within the Administration Team to provide a first class service to Shearstud Ltd &amp; customers?</p>
Closing Date	1 <sup>st</sup> June 2010
Interview Start Date	8 <sup>th</sup> June 2010
Possible Start Date	14 <sup>th</sup> June 2010