

Job Description

Job title: Business Administrator Apprenticeship

Main purpose of the job:

The candidate will support all areas of the business including finance, commercial, HR and purchasing.

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors.

The role involves working independently and as part of a team and will involve developing, implementing, maintaining and improving administrative services.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers.

With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested.

The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude.

The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills.

The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

Business Administrator Apprenticeship