

Business Administration Advanced Apprenticeship, Washington, NE37 3HP

Company

This company is a leading name in the automotive industry, they are a benchmark supplier in the following fields:

- Design and manufacturing of body in white, interior and engine compartment parts.
- Design and production of press dies.
- Design and production of automatic presses.

Job Role

The role is 39 hours. Monday 07.55 -16.30 hrs Friday 07.55 – 14.15. You will support the company to effectively plan and organise internal workload, duties will include but are not limited to:

- Co-ordinate and input data to maintain company MRP system.
- Liaise with internal functions to organise and plan work
- Liaise with external customers
- Analysis of data
- Monitoring and adjusting orders to achieve targets

As an apprentice you must be willing to gain knowledge and take instruction with regards to processes within the company.

Requirements:

Education: To enter the apprenticeship the individual must have GCSE C/4 or equivalent in English and Maths.

The role is 39 hours a week and starting salary is £5.92 an hour

To Apply

Apply online at www.seta.co.uk Please click on Advanced Engineering Apprenticeship at the top of the online form and **quote reference BusadminSN** in the reference box.