



Are you passionate about the environment and want to help protect it for your own and future generations?

Are you looking for that first step into an administration role or want to change career direction?

If so, supporting our major project directors in the delivery of large flood alleviation schemes could be the opportunity you are seeking. Your role may vary depending on the Directors you are working with but, in general, you will be responsible for providing a proactive and comprehensive support service. You will be working collaboratively with Administrators elsewhere in the business and with the senior managers who report into these Directors.

Duties will include:

- Arranging meetings and preparing meeting papers, and helping to organise large events or conferences.
- Proactively managing the Director or Deputy Directors' mail box, ensuring they are aware of urgent or important e-mails, forwarding on for action or information or dealing with them yourself where appropriate.
- Undertaking general administrative duties and tasks as assigned by the Director, Deputy Directors or their team.
- Arranging travel and booking trains and hotel accommodation as required.
- Filtering and directing incoming telephone queries, identifying urgent and/or sensitive matters and dealing with them appropriately.

Experience/skills required:

- ✓ Background and experience are not as important as your energy, enthusiasm and commitment as the apprenticeship will provide you with the knowledge and skills you need to be fully competent in this role.
- ✓ You'll be completing a Business Administrator Level 3 Apprenticeship and will do this through a combination of online learning and face to face workshops.
- ✓ You will be responsible for completing coursework on time, maintaining up to date evidence for your assessments and putting into practice what you're learning.

Successful candidates will show:

- ✓ Excellent attention to detail and be able to produce accurate work
- ✓ Good interpersonal, team working and communication skills
- ✓ Good organisational and planning skills with the ability to work to tight deadlines under pressure
- ✓ Maths and English at GCSE Grades A – C (or equivalent)

Contact and additional information

Starting salary is £16,552. This will progress to £18,392 on successful completion of the apprenticeship.

This permanent role includes the completion of the Level 3 Apprenticeship in the first 15-18 months, starting in summer 2019.

If you are yet to take your GCSEs but expect to achieve Maths and English at Grade A-C (or equivalent) in the summer, you may still apply for these vacancies.

[Apply here](#)