

Ref: IGL_ABA_2018

Apprentice Business Administrator – Milton Keynes/Bletchley

Department - Operations

Salary – Variable depending upon experience

Job description

Infinitive Group was founded in order to drive our passion for innovative, creative and leading engineering. With a strong track record and in depth technical knowledge of the transport industry; we are now seen as a respected, independent, specialist consultancy within the sector.

We believe in making a positive difference through reinvesting experience in our research and development projects in order to achieve and deliver sustainable engineering excellence.

Infinitive Group has a unique and exciting opportunity for an Apprentice Business Administrator to join our rapidly growing team. Infinitive Group aspires to be the best place you'll ever work - we'll invest heavily in your career development through training programmes, mentoring, and on the job training.

You will be working in our offices to facilitate office organisation and inter-company communication by performing administrative and receptionist duties. You will be providing office support including customer and employee support, interacting with clients on the phone, in person and via email and a number of other duties including helping to plan corporate events.

Here at infinitive group we believe in investing in our staff, so as an apprentice you will be offered a number of opportunities for training and career development provided by both external providers and on the job training. The Business Administrator apprenticeship we are providing through this role encompasses the following responsibilities:

- Using IT systems to write emails, create proposals and produce spreadsheets
- Maintaining records and files
- Building positive working relationships
- Communications skills
- Resource planning
- Project management techniques
- Office management skills
- Event organisation and management skills
- Travel booking and organisation
- Acting as a personal assistant to the executive team

Requirements

We need you to **already** have:

- Excellent proficiency in English language spelling and grammar
- Fluent proficiency in English language reading, writing, listening and speaking
- Basic IT skills including Word, Excel, Power Point, email
- Level 2 English and Mathematics (equivalent to GCSE grades 9 to 4 or A* to C)

The following are **desirable** and would strengthen your application:

- Knowledge of an image manipulation package (Adobe Illustrator, Photoshop, etc.)
- Web design
- Full UK driving licence and own road legal car
- Previous event organisation experience
- Level 2 Sciences (equivalent to GCSE grades 9 to 4 or A* to C)

Closing Date - 31st August 2018



Infinitive Group Limited

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We are looking for someone that can demonstrate the following **personal behaviours**:

- Confident
- Self-motivating
- Good time keeping
- Can work to deadlines, and under pressure
- Logical thinker

Closing Date - 31st August 2018