



## **Job Description**

### **APPRENTICE BUSINESS ADMINISTRATOR – 30 hours per week**

**Responsible to:** Chief Officer

**Working with:** Senior Administrator

#### **Purposes of the job**

- To provide administrative support to ensure effective internal and external communication
- To receive and respond to enquiries via phone, email and in person

#### **Main Responsibilities**

You will be a key member of a small admin team, working across all departments. The role is varied and full support will be given with duties including but not limited to:

- Receiving and responding to enquiries via phone, email and in person
- Developing spreadsheets and templates for reports
- Data input and extracting reports
- Administrative support for event management
- Minute-taking
- Maintaining efficient, accurate and confidential records
- General office duties including, database management, photocopying, scanning, diary management, electronic filing and mailing etc
- Maintaining supplies of stationery and office sundries

The post holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the post as detailed above.

## Person Specification

Essential and desirable skills, abilities, experience, knowledge and special requirements for the post of  
Apprentice Business Administrator

This form also indicates how the different requirements may be assessed during the selection process:  
**A** = Application Form, **I** = Interview, **E** = Exercise

<b>Person Specification</b>			
<b>ESSENTIAL</b>	<b>Method of Assessment</b>		
	<b>A</b>	<b>I</b>	<b>E</b>
<b>Education and qualifications</b>			
Good standard of education including Maths, English and IT skills	✓	✓	
<b>Skills and Experience</b>			
Skilled in the use of Microsoft Office including Excel, Outlook, Word	✓	✓	✓
Good written and verbal communication skills	✓	✓	✓
<b>Personal Attributes</b>			
Ability to work on own initiative and as part of a team	✓		
Good attention to detail	✓	✓	
Time management skills	✓		
<b>DESIRABLE</b>			
Ability to speak Welsh	✓	✓	