



All following apprenticeships can be found and applied for at:
<https://www.gov.uk/apply-apprenticeship>

Business Administration Apprenticeships

**Apprentice Office Administrator
Telec Utilities Ltd (Ipswich)
Business Admin L3 Qualification**



Brief overview of the role;

Telec Utilities Ltd are looking for a new Office Administrator Apprentice to join their busy team.:

Duties will include;

- Successful candidate will help provide a variety of admin support in a busy, friendly office
- Assisting in daily activities
- Preparing/printing and scanning documents as and when required
- Answering incoming calls
- In-house stock control
- Updating systems accurately
- Dealing with confidential documents



**Spicerhaart Land & New Homes Ltd (Colchester)
Administration Apprentice
Business Admin L3 FW**

Brief overview of the role;

We are looking for an administrator to support the Nexus Operations Manager and her PA by providing secretarial and administrative duties within a lively and interesting environment.

Duties to include:-

You will be required to deal with inbound phone calls and routing as necessary.

Building strong relationships with internal and external clients, offering a high standard of customer service.

You will be responsible for increasing the available properties to canvass through research on property websites.

Prepare property brochures for public presentation and help create property floor plans.

Carry out general administration duties, filling documents, minute taking and recording performance, as well as other ad hoc duties and projects as and when required.



**Business Admin Apprentice
Aurora Bars & Restaurants Ltd (Ipswich)
Business Admin L3**

Brief overview of the role;

We are looking for a Business Admin Apprentice, this will be a varied role.

Duties to include:-

- Answering the phone
- Replying and sending emails
- General office Admin
- Helping with ordering stock and doing a stock take
- Working closely with the directors of the business on any improvement / maintenance plans
- Marketing, including posting to social media and e-marketing emails
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There is also the option to do a couple of shifts in the restaurant / bar each month to get a better understanding of how the admin is then put into practise.



**IMAGE (IPSWICH) LTD
Business Administration Apprentice
Business Admin L3 FW**

Brief overview of the role;

We are looking for an administrator to work within reception, meeting and greeting clients

Duties to include:-

- Taking bookings
- Answering the telephone
- Creation of visually attractive content for several platforms across social media for promotional purposes
- Using Phorest, canva and social media

Customer Service Apprenticeships

Customer Service Recruitment Apprentice RUBIX PERSONNEL LIMITED (Ipswich) Customer Service Practitioner Qualification



m&e

Brief overview of role;

You would assist our customers in finding the best people to staff their business. You'll attract candidates, screen them and match them to appropriate positions. Creating recruiting strategies and building customer relationships are very important duties as well.

Duties will include;

- Understanding customer requirements
- Employing recruiting methods to attract candidates (e.g. creating job adverts)
- Evaluating resumes and applications
- Sourcing candidates using databases, social media etc.
- Assuming responsibility of pre-interview screening
- Matching the most suitable candidates to different positions

Customer Service Apprentice Allstyles Insurance (Colchester) Customer Service Practitioner Qualification



Brief overview of the role;

Allstyles Insurance are looking for a new administration apprentice to join their busy team, dealing with personal lines insurance such as motorcycle, car, and household.

Duties to include:-

- general administration
- dealing with personal lines insurance such as motorcycle, car, and household insurance
- dealing with clients both face-to-face and over the telephone
- e-mails
- providing renewals/quotations and process new business

IT Apprenticeships



Apprentice IT Technician
TWOPOINTZERO IT LIMITED (Ipswich)
IT Professional Level 3

Brief overview of the role;
Training to become an IT Technician whilst working towards a qualification..

Duties will include;

The Apprentice IT Technician will be involved with all aspects of the business focusing on Technical and Customer Service based elements of IT Support.
This will include assisting with our helpdesk, assisting with building, preparing and repairing IT equipment and assisting with IT installations and projects both in the office and onsite.

Performing Manufacturing Operations Apprenticeships

Apprentice CNC Router Operator and Sign Maker
Cim Signs & Graphics (Norwich)
Performing Manufacturing and Operations L2 Qualification



Brief overview of role;

CNC Router Operator and Sign Maker, with the applicant completing a qualification in performing manufacturing operations. The role will be in the downstairs workshop team, learning to use the direct UV Printer and CNC Router.

Duties will include:

- Off-cut management
- Basic sign making skills
- You will also be responsible for taking and organising all deliveries
- Learning to use UV Printer
- Learn to use CNC Router

If there is a vacancy which takes your interest and you would like more information, please contact our recruitment team, who will be happy to help, on the details below:

Telephone: 01473 220220 or 01473 604260

Email: recruitment@wstraining.co.uk

Alternatively, if you have not seen anything which interests you – why not call our recruitment team to discuss what you are looking for and how we can help?