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Business Support Apprentice- 37 hours per week (National Minimum Wage/National Living Wage rate applies according to age.)

C+K Careers is a forward-looking company that has successfully delivered high quality careers information, advice and guidance services to young people and adults for more than 20 years. We are a not-for-profit organisation that understands our customers and delivers on their needs. The success of the company has enabled us to expand, and we are keen to acquire new talent to join our highly valued team of qualified and professional people.

A new opportunity has arisen for a Business Support Apprentice, to develop the skills, experience, attitudes, and competencies to provide an effective and efficient administrative service across functions at C+K. We are looking for an enthusiastic and customer focused individual with a genuine interest in business administration. This is 21-month fixed term contract with the possibility of becoming permanent; we have an excellent history of securing permanent roles for fixed term staff.

The successful candidate will be required to participate in an accredited level 3 Business Administration apprenticeship programme which will require fortnightly half day release to a training provider based in Huddersfield.

Duties include providing administrative support to teams across C+K, reception cover, handling external enquires from customers and organisations, and maintaining company databases.

Candidates must be capable of achieving a level 3 qualification, have a good standard of literacy and numeracy, and knowledge of Microsoft programs. In addition, applicants will need to demonstrate that they have:

- Excellent communication and customer service skills
- The ability to work well with people and across a number of teams
- The ability to use their own initiative and work to deadlines
- Passion, drive, and commitment

C+K Careers is a great place to work for anyone seeking employment in a people centred organisation where staff are valued and highly regarded.

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Registered in England No: 3039360 VAT No: 640 6676 31



Working
Towards



Affiliate Organisation

We offer excellent terms, conditions and benefits to our employees and opportunities for career development and progression.

Completed application forms should be returned before or no later than Wednesday 2nd Oct 2024 at 9.00am. Recruitment will be a two-stage process consisting of an interview and work trial.

Please return completed applications directly to: charlotte.wood@ckcareers.org.uk
If you require any further information regarding the position, please email or call:
Charlotte Wood, Operations Manager (Adult Team)
Charlotte.Wood@ckcareers.org.uk 01484 242000

