

**JOB DESCRIPTION**

**JOB TITLE: Apprentice** Administrator – Site based.

**PRIMARY PURPOSE OF JOB:** To provide telephone and administrative support to the company

**DIRECTLY RESPONSIBLE TO:** Finance Director

**Main areas of responsibility:**

• Directs incoming calls, receives visitors and directs deliveries.

• Maintain effective, courteous telephone service.

• Update of DBS records for staff and operatives.

• Completion and assistance of Operative BPSS forms i.e. security clearance requirements.

• Responding to emails and telephone calls within and taking accurate messages from external customers and recording details.

• Produce accurate, well-presented “typed” company documents.

• Duplicate, distribute records, statements, invoices, post etc. Processing all incoming and outgoing post.

• Maintain and distribute Company communications as and when required.

• Maintaining and reviewing site based operatives personnel records (both PAYE and Subcontractors).

• Completing client electronic induction systems for operatives and site based staff.

• Producing paperwork and updating site files.

* Attend 1 x day per week in college for apprenticeship. This would ideally suit a level 3, however, a level 2 candidate will also be considered.