



## Apprentice Administrator

Location: Brighthouse

Department: Office/ Administrator

Contract: Full Time Apprenticeship

Salary: Competitive, with structured development and training

Report to: Director

### Overview

This apprenticeship provides a structured introduction to administration within a fast-moving engineering and manufacturing environment. The role supports day-to-day office operations, helping to maintain accurate records, assisting internal departments, and contribute to smooth business processes. Full training will be provided, with opportunities to learn industry software, and develop communication skills, and progression within the company.

### Key responsibilities

- Assisting with general office tasks including filing, document organisations, and maintain records.
- Supporting the purchase, planning, and sales team with data entry and administrative tasks.
- Handling incoming calls and emails, ensuring enquiries are directed to the appropriate team.
- Preparing documents, spreadsheets, and basic reports as required.
- Update internal systems, including order information and production records.
- Assisting with scheduling meetings, organising paperwork, and maintaining office supplies.
- Supporting colleagues with ad-hoc tasks to maintain efficient office operations.

### Skills & Qualities

- Clear communication skills, both written and verbal.
- Good attention to detail and strong organization skills.
- Confident using a computer, with a willingness to learn new software.
- Reliable, punctual, and able to work as part of a team.

**Training provided**

- Full apprenticeship training through an approved provider.
- Development In Microsoft Office applications including Excel, Word, and Outlook.
- Training in business administration, document control, and internal processes .
- Exposer to production planning, purchasing and customer support functions.
- Opportunities for long term progression across operations.

**Entry Requirements**

- GCSEs in English and Mathematics.
- Interest in business administration and office work.
- Eligibility to enrol on an approved apprentice programme.

**Benefits**

- Structured learning and long-term development opportunities.
- Company pension scheme.
- On site training and mentoring from experience colleagues.
- Friendly working environment in a well-established manufacturing business