

<b>JOB DETAILS:</b>	
<b>Vacancy Title:</b>	Apprentice Administrator
<b>Number of Vacancies:</b>	1
<b>Job Description:</b>	<p>This is an exciting opportunity to build a successful career with an established and successful local construction business.</p> <p>The role is to carry out Administrative duties to support Managers. Duties will include:</p> <ul style="list-style-type: none"> <li>• Compiling and managing the security of files.</li> <li>• Preparing paperwork packs.</li> <li>• Completion and audit of paperwork.</li> <li>• Input to company spreadsheets.</li> <li>• Update and monitor spreadsheets to ensure they are up to date and accurate.</li> <li>• Booking tests online.</li> <li>• Ordering skills cards.</li> <li>• Identifying new business opportunities.</li> <li>• Promoting services to existing and potential customers.</li> <li>• Answering the phone.</li> <li>• General Administrative duties such as typing, photocopying, filing, etc.</li> </ul>
<b>Weekly Wage:</b>	Approximately £160 - £220 per week
<b>Hours:</b>	40 hours per week
<b>Location:</b>	Work will be carried out at the company Training Centre based in Coppull.
<b>Training Provided By:</b>	Matthews and Leigh Training Ltd and Preston College
<b>Reality Check:</b>	<p>There will be times when the role is very busy. The successful applicant will need to be able to work under pressure</p> <p>The successful applicant will need excellent communication skills and confidence as they will speak with a wide range of people within the role including construction workers, customers, internal staff and Management.</p> <p>Attention to detail is required for this role as accuracy of data input is critical.</p>
<b>Future Prospects:</b>	<p>This Apprenticeship programme is very much the start of an exciting career. The role is quite technical, where the successful applicant will be taught about training and qualifications, skills cards and site compliance, etc.</p> <p>Once the programme is complete, there may be opportunities to progress to Level 3 Administration, including Marketing.</p>
<b>IDEAL CANDIDATE:</b>	
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>• Experience of using Microsoft Word, Excel and Outlook.</li> <li>• Good keyboard skills.</li> <li>• Attention to detail/accuracy.</li> <li>• The ability to follow written and verbal instructions.</li> <li>• Good teamworking skills.</li> <li>• Good communication skills.</li> <li>• Good telephone manner.</li> <li>• Well presented.</li> </ul>

<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>You must be organised.</li> <li>You should also be honest, reliable and willing to learn.</li> <li>You should have excellent timekeeping and attendance.</li> <li>You must be committed to completing this Apprenticeship.</li> <li>You must be well presented and organised.</li> <li>You must have a desire to learn about Administration, Customer Service and Marketing.</li> </ul>
<b>Qualifications Required:</b>	GCSE English and Maths at Grade C or above or equivalent is preferred but not essential.
<b>EMPLOYER DETAILS:</b>	
<b>Name:</b>	Matthews and Leigh Civil Engineering Ltd
<b>Address:</b>	141 Chapel Lane, Coppull, Chorley, Lancashire, PR7 4ND.
<b>Description:</b>	<p>Matthews and Leigh Civil Engineering Ltd is a family run construction and civil engineering business. Established by brothers Ian and Andy Leigh in 1998, it has grown steadily to become widely recognised as a reputable company within the construction and civil engineering Industry, throughout northern England and the Midlands.</p> <p>Matthews and Leigh is involved in all aspects of construction and civil engineering and has vast experience in the Industry. The main core of the business is groundwork for new housing developments, including roads and sewers, foundations, slabs, drainage, services and externals.</p> <p>The company prides itself on being able to undertake a range of diverse developments from large residential housing sites through to smaller private and domestic projects. Directors Ian and Andy are extremely hands on, providing valuable advice, experience and leadership.</p>
<b>Website:</b>	<a href="http://www.matthewsandleigh.co.uk">www.matthewsandleigh.co.uk</a> <a href="http://www.matthewsandleightraining.co.uk">www.matthewsandleightraining.co.uk</a>
<b>APPLICATION INSTRUCTIONS:</b>	
<b>To Apply:</b>	<p>Please speak to your Job Centre Plus Advisor, or send a CV to:</p> <p>Karen Cushion  Training Manager  Matthews and Leigh Civil Engineering Ltd  141 Chapel Lane  Coppull  Lancashire  PR7 4ND</p> <p>01257 792268 / 07973 898582  <a href="mailto:training@matthewsandleigh.co.uk">training@matthewsandleigh.co.uk</a></p>
<b>Interview Process:</b>	Interviews will be held with relevant Managers. Shortlisted applicants may be invited to undertake a trial prior to appointment.
<b>DATES:</b>	
<b>Closing Date:</b>	31 <sup>st</sup> March 2017
<b>Interviews:</b>	April 2017
<b>Start Date:</b>	April/May 2017