

Person Specification

Job Title	Business Admin Apprentice
Team	Sovini Property Services
Salary	National Minimum Wage [Apprentice Rate]

		Desirable / Essential	Method of Assessment
Qualification	English & Maths GCSEs 7 – 3 grade (or predicted grade) (Or equivalent)	D	I
Experience	Basic knowledge and experience of Microsoft Office and office management software i.e. Word, Excel and PowerPoint	D	I
Knowledge, Skills & Abilities	Able to work as part of a team as well as own initiative	E	I
	Proactive approach to work and having the ability to use own initiative to carry out daily tasks	E	I
	Takes an organised approach to managing their time and workload	E	I
	Able to communicate effectively on the telephone and in writing with colleagues and customers	E	I
	Skills to provide a polite, friendly and efficient service to a range of customers in a professional manner.	E	I
	Willingness to work towards team goals and targets with a keen eye for detail when working to deadlines	E	I
	Ability to identify problems, look for, and carry out solutions.	E	I

	Shows a willingness to learn and further develop	E	I
	Ability to travel to a college placement in the Merseyside area one day per week	E	I
	Demonstrate a commitment to undertake and successfully complete on the job learning alongside suitable qualifications throughout the apprenticeship and leading to the award of Business Administration NVQ 3	E	I
Other	Short Why You video (see advert for more information)	D	I

AF = Application Form

AC = Assessment Centre

I = Interview