

# Business Administration Apprentice (Level 2 NVQ)

**WEC**  
GROUP



**Job Title:** Business Administration  
Apprentice (to gain Level 2 NVQ)

**Reports to:** Supervisor

**Department:** Laser Sales

**Hours of work:** Mon- Frid 8:30am-5pm

## **Responsibilities:**

You will be required to provide administrative support to the Laser Sales Admin team, including:

- > Scanning, photocopying and filing documents
- > Dealing with incoming and outgoing post
- > Answering incoming calls as required
- > Providing support to the Laser Sales Admin team as required including processing sales orders, collating information, and gaining knowledge of our products and customers.
- > Studying towards a Level 2 NVQ Qualification in Business and Administration



# REFER A FRIEND

## SPREAD THE WORD

If you know someone who could be suited to this position please contact [recruitment@wecl.co.uk](mailto:recruitment@wecl.co.uk). A full list of vacancies is available on the Group website. Please share the vacancy with your social media network.

## REFER A FRIEND BONUS

Once the friend you introduced to WEC Group celebrates three months of employment with the company, you will receive a £100 bonus. When your friend has been employed for 12 months you will then receive a further £200 bonus.

Applicants must let HR know that you have referred them to the business at the application stage.