



Job Title: Business Administration Apprentice
Reports to: Supervisor
Department: Laser Sales
Hours of work: Monday- Friday 8:30am-5pm

Established for over 35 years and now one of the North West's leading **Engineering** companies, WEC is looking to recruit an enthusiastic **Business Admin Apprentice** to join our busy and expanding Laser Sales Admin team based in Darwen, Lancs.

This is the perfect opportunity for an enthusiastic and dynamic person to thrive, working within a successful and vibrant team.

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

Knowledge, Skills, Experience

- Minimum of 5 GCSE's grade C and above or equivalent
- Highly organised with strong IT and numeracy skills
- Good knowledge of Microsoft Packages including Office, Excel and Access
- Excellent communication skills
- Confident and professional with a smart appearance

Working Location/Environment

Darwen, Lancashire

Company Benefits

- 25 days holiday plus bank holiday
- Free car parking
- Child care vouchers
- Cycle to work scheme
- Company Pension scheme
- Employee Benefit Loan scheme
- Health & Wellbeing Cashback Scheme

How to Apply

All CVs to be sent to our Recruitment Team by email wanttowork@wecl.co.uk or by post: WEC Group Ltd, Springvale House, Springvale Road, Darwen, Lancashire, BB3 2ES