



Job Title: Business Administrator Apprenticeship
Reports to: Tony Gormley (Assistant GM) & Leanne Murphy (Accounts)
Department: 5750 Components
Hours of work: Monday – Friday 8am – 4:30pm

Established for over 40 years and now one of the UK's leading Engineering and Manufacturing companies, we are looking to recruit an experienced and enthusiastic **Business Administrator Apprentice** to join our busy and expanding team based in Knowsley, Liverpool.

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

Responsibilities

- Helping out with all admin alongside our accounts team
- Working alongside all departments such as sales, programming etc
- Answering phone calls
- Occasionally helping with purchasing, from stationary to cleaning products etc
- Helping collate job cards after they have been programmed and getting them ready to pass on to production team
- Liaising with customers occasionally

Knowledge, Skills, Experience

- Self-motivated and focused.
- Excellent administration and communication skills both written and verbally.
- High attention to detail.
- Customer driven and works in a way that puts the customer at the forefront of all decisions.
- Good organisational and time management skills.
- The ability to respond to changing priorities in a timely manner and work in a high pressure environment.
- Highly numerate and literate.
- Proficient in MS Outlook, Word and Excel.
- Analytical and practical approach to problem solving.

Working Location/Environment

Knowsley, Liverpool

Company Benefits

- 20 days holiday (to start) plus bank holidays
- Company profit share scheme
- Free car parking
- Cycle to work scheme
- Company pension
- Employee benefit loan scheme
- Refer a friend scheme
- Health & wellbeing cashback scheme

How to Apply

WEC Group Ltd
Tel 01254 773718 – Fax 01254 873118
www.wec-group.com

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