



Job Title: Business Administration Apprentice
Hours of work: Monday-Thursday 7.30am– 4pm, Fri 7.30am – 3pm
Salary: £6.50 per hour

Established for over 40 years and now one of the UK's leading & multi award winning Engineering companies, WEC Group Ltd is looking to recruit an enthusiastic Business Administration Apprentice to join our team at HTA Group, part of the WEC Group, based in Coventry.

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

Job role

We are looking to recruit a Business Administration Apprentice to join our team at HTA Group, our site in Coventry. Our award-winning apprenticeships offer long term career opportunities, a level 3 qualification and valuable work-based training. Duties will include:

- 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 3 Apprenticeship Qualification in Business and Administration

Knowledge, Skills, Experience

- Minimum of 5 GCSEs at grade 4/5 and above or equivalent in English and Maths
- 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

Coventry, West Midlands

Company Benefits

- 25 days holiday plus bank holiday
- Free car parking
- Cycle to work scheme
- Company Pension
- Employee Benefit Loan Scheme
- Health & Wellbeing Cash back Scheme

How to Apply

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