

MTL Advanced, part of the WEC Group who have been established for over 40 years and now one of the UK's leading & multi award winning engineering companies, are looking to recruit an enthusiastic business Administration Apprentice to join our team. The role will be based in Brinsworth, Rotherham.

This is the perfect opportunity for a motivated individual to join a growing and busy engineering company to complete an apprenticeship.

Responsibilities

We are looking to recruit a Business Administration Apprentice to join our team at MTL Advanced at our site in Rotherham working in the sales department. 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 on reception as required
- General administration duties to support the business
- Assisting with the accurate/timely input of data from production work books
- Check data input and make relevant corrections
- Meeting and greeting visitors, ensuring signed in appropriately
- Ordering lunches for guests/ visitors
- Learn the full estimating systems and processes
- Studying towards a Level 3 Apprenticeship Qualification in Business and Administration

Knowledge, Skills, Experience

- Minimum of 5 GCSE's at grade 4/5 and above must include English and Maths
- Highly organised with good IT and numeracy skills
- Good knowledge of Microsoft Packages including Office, Excel, word
- Excellent communication skills
- Confident and professional

Hours of work

Monday - Friday 8:00am till 4:00pm, 37.5 hours per week

Company Benefits

- 25 days holiday per year + bank holidays
- Shut down for Christmas/new year
- Apprenticeship money scheme
- Company pension scheme
- Free secure parking
- Employee benefit scheme
- Death in service scheme
- Cycle to work scheme
- Refer a friend scheme
- Health & wellbeing cashback scheme
- Company profit share scheme