

Apprentice Administrator - PL Projects (43230)

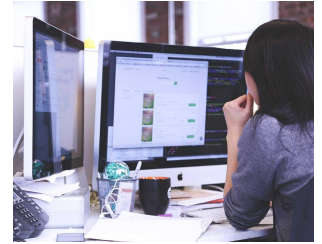
Location: **Halifax**

Posted: **12th January 2022**

Employer: **National Business College**

Role type: **Apprenticeship**

Entry Requirements:



PLP are an award-winning project management (PM) and project management office (PMO) consultancy and training organisation. PLP take pride in supporting their clients' PMO and PM requirements across infrastructure and technology sectors including, Energy, Education, Construction, Transportation, NHS Healthcare, Supported Housing, Vehicle Manufacturing and Retail.

Business

Project Management Consultancy

Training provided

Business Administrator Level 3 Standard.

Functional Skills in English and Maths if required

Pay details

£6.50 per hour

Hours

Mon-Fri, 37.5 Hours per week

Requirements

Skills required include:

- Require a self-starter
- Strong written and verbal communication skills
- Interested in learning about a growing business
- Interested to learn about a consultancy and administration

Apprentices will receive Functional Skills in Maths and English if they do not hold GCSE grade 4 or above.

Minimum age

16

Description

This is an exciting opportunity for a driven individual looking to take the next step in their business career with a growing consultancy. You would be supporting the business development manager with administrative responsibilities and growing your professional skillset. You would be a part of the hub of the organisation, working closely with all your colleagues at PL Projects. This is a great time to join PL Projects because work demand is increasing which means they are growing as a small business.

Typical responsibilities would be supporting the business development manager with the following:

- Onboarding new employees
- Updating the CRM system to reflect new business opportunities
- Assist with HR reporting
- Supporting the bid management processes
- Respond to client enquires
- Take minutes in meetings
- Answer the office phone when clients call

How to apply

Please ring 01484 430433 for more information or email

office@nationalbusinesscollege.co.uk

for more information

To enquire about this role:

