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Apprentice Administrator - QBC Agency

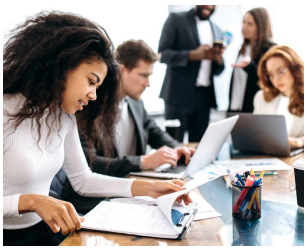
Location: **Huddersfield**

Posted: **24th November 2026**

Employer: **National Business College**

Role type: **Apprenticeship**

Entry Requirements:



QBC Agency is a creative agency specialising in design, branding and marketing. The team is passionate about producing high-quality work and building genuine partnerships with clients, helping businesses develop their identity and communicate their brand effectively.

Business

Creative design and print agency

Training provided

Level 3 Business administration

Pay details

£14,560 per year

Hours

35 hours per week

Requirements

- GCSE maths and English at grades 9-4
- Good communication skills
- Confidence using IT
- Attention to detail
- Organisation and administrative skills
- Good customer service skills
- Confidence with numbers
- Teamwork
- Creativity and initiative

Minimum age

16

Description

Day-to-day responsibilities include:

- Answering incoming telephone calls and providing a friendly, professional service
- Helping customers with enquiries
- Following up on dispatch and delivery queries
- Emailing invoices to customers
- Supporting the accounts team with raising customer invoices
- Helping customers complete payments

- Keeping supplier invoice records organised
- Contacting customers to obtain purchase order numbers
- Providing general administrative support to the team

How to apply

For more details and how to apply, go to the **National Business College** website.

To enquire about this role: