

Apprenticeship – Purchasing Admin

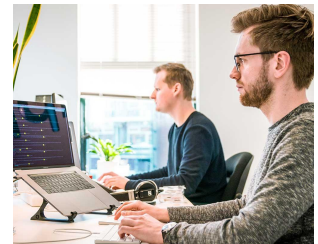
Location: **Huddersfield**

Posted: **26th August 2026**

Employer: **Cummins**

Role type: **Apprenticeship**

Entry Requirements:



Cummins Turbo Technologies is the only manufacturer focused solely on medium- to heavy-duty diesel engine turbo technologies. For more than 60 years, we have delivered innovative, reliable turbocharger solutions for our customers.

Business

Engineering

Training provided

Level 2 Administration assistant

Pay details

Competitive

Hours

37.5 hours per week

Requirements

- GCSE maths and English at grades 9-5
- 3 further GCSEs at grades 9-4
- Effective communication skills
- Competent in use of Microsoft software packages
- Attention to detail
- Organisation skills
- Customer care skills
- Problem solving skills
- Presentation skills
- Administrative skills
- Logical
- Team working
- Initiative

Minimum age

16

Description

Day-to-day tasks include:

- Performing administrative tasks according to established guidelines and procedures so these activities are completed accurately and on time

- Completing data analysis, using analytical problem-solving tools to draw conclusions and communicate meaningful patterns that drive business insights and assesses quality of data
- Transcribing, typing, formatting and distributing a variety of material (e.g., correspondence, contracts, meeting minutes, reports and presentations) using word processing, presentation, graphics and spreadsheet software
- Coordinating internal and external meetings. This may include scheduling meeting times, making travel arrangements for attendees, and ensuring that various meeting amenities are available
- Arranging and hosting site visits of suppliers or colleagues

How to apply

Please apply on the company [website](#).

To enquire about this role:

