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Apprenticeships in business and administration

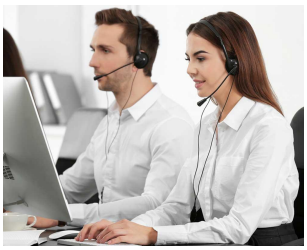
Location: **Calderdale, Kirklees**

Posted: **5th November 2026**

Employer: **Calderdale College**

Role type: **Apprenticeship**

Entry Requirements:



At Calderdale College, our apprenticeships offer the perfect blend of practical work experience and structured training. Our new state-of-the-art business suite ensures you have all the tools you need to succeed during your course, such as dedicated business learning spaces, a board room, a mock court room and break out areas where students foster their creativity and innovation takes place.

Business

Various

Training provided

Level 2 and 3 apprenticeships depending on the role

Pay details

National minimum wage for apprentices or above

Hours

Full time

Requirements

Varies according to the apprenticeship - see the **website**.

Minimum age

16

Description

There are various apprenticeships available, please see the **website** for further details.

Level 2 Apprentice administration assistant - Leeds

MPH Enterprises is a supplier of innovative, cost-effective promotional products and merchandise to brands and businesses. The apprentice will support coordination of customer orders from receipt through to final delivery, ensuring all orders are processed accurately, delivered on time and meet customer expectations.

Level 3 Business administrator - Halifax

Haider Solicitors is a long-established and well-respected firm of solicitors providing legal services across Halifax & West Yorkshire area.

We are looking for the successful apprentice to work towards becoming a Billing Clerk within the firm - responsibilities include:

- Document preparation

- Filing and organisation
- Helping to arrange meetings, appointments and court dates
- Document management
- General office duties

Level 3 Business Administration Apprentice - Halifax

Translate UK Ltd. was founded in 2006 to provide translation and interpreting services to businesses across the North of England. Since then, we have successfully grown and have expanded to work with clients in both the public and private sectors throughout the UK. Responsibilities include:

- Taking bookings from customers and booking interpreters via e-mail and phone
- Quoting for customers and negotiating rates with interpreters
- Cultivating and maintaining relationships with customers, understanding their language service needs
- Following up with interpreters to ensure effective delivery
- Acting as a point of contact for interpreters and customers, recording issues and achievements
- Ensuring daily, weekly and monthly deadlines are met

Level 3 Apprentice Business Administrator - Bradford

Positive Echo Yorkshire Ltd provides support to both individual jobseekers and businesses, specialising in careers development and employability and enterprise training. The role of the administrator incudes:

- General administrative duties such as printing, photocopying, setting up classrooms and resources, ordering stationery, minute taking
- Dealing with enquiries both face to face, online and over the phone
- Delivering professional customer service and dealing with complaints effectively
- Registering and enrolling customers, completing and updating records

How to apply

For more details and how to apply, please see our **website**.

To enquire about this role:

Calderdale College