

# Business Support Apprentice - 43334

---

Location: **Dewsbury**

Posted: **4th August 2022**

Employer: **Vitrition UK**

Role type: **Apprenticeship**

Entry Requirements:



**Vitrition specialises in the formulation and manufacture of liquid and powder food supplements. Our most popular products are children's products, sports products and general health supplements.**

## **Business**

Manufacturing

## **Training provided**

Apprenticeship training

## **Pay details**

£11,500 per annum

## **Hours**

37.5 per week

## **Requirements**

English and Maths GCSE

## **Minimum age**

16

## **Description**

The role of Business Support Apprentice will be varied and you will support our Management Team whilst also providing an administrative support function for the growing business. Key tasks will include:

### **Operations:**

Processing of sales orders, works orders and other Operations admin

Collation of data and issuing reports weekly to customers and internal colleagues

### **Finance:**

Provide Finance Admin support where required, purchase orders, invoices.

Managing paperwork and general administration duties.

### **Other Admin:**

Dealing with sample requests

Printing off product books and ensuring that these are with the works orders

Requesting Certificates from Quality dept. when orders are complete

Organising Postage

Photocopying/Scanning/Archiving

Making and receiving telephone calls, ensuring messages are forwarded on to relevant staff

Other general administrative tasks

Assist in any other areas as necessary in order to meet customer order deadlines.

### **How to apply**

Please send your CV and a covering email to [sarah.oxtooby@vituk.com](mailto:sarah.oxtooby@vituk.com)

---

### **To enquire about this role:**

