



Job Title:	Business Administrator Apprentice
Department:	HR, Finance and SHEQ
Location:	Daresbury
Management responsibility	

### **About ITS**

We exist to ensure the UK has the best full fibre networks, to provide the best gigabit capable connectivity and broadband to UK businesses through our growing partner community. This enables opportunity, progress, exploration, creativity, innovation and commerce. Rapidly advancing technology means there's never been a more exciting time; for you, for business, and for the future.

### **Role Headlines**

The main purpose of this role is to support ITS with general administrative duties and to support the smooth running of the ITS offices alongside the Business Support Manager.

### **Key Responsibilities**

- Supporting with general administration
- Handling incoming and outgoing post
- Assisting with the organisation and administration of company events
- Ad hoc duties to support the smooth running of the office
- Organising and distributing supplies such as stationery and catering
- Completing contracts of employment (with a standard template)
- Upkeep of HR systems and databases
- Running reports from the HR Systems

### **Other Duties and Responsibilities**

- Act in accordance with our values and behaviours
- Undertake Level 3 Business Administration Apprenticeship training with our external training provider

### **About You (to include)**

#### Qualifications

- 5 GCSE's C/4 and above including Maths and English

#### Experience

- Experience in an administrator role (desirable)

#### Skills/Abilities and Relevant Competencies

- Enthusiastic and highly motivated
- Excellent written and oral communication skills so as to be able to liaise with internal and external parties
- Ability to follow internal procedures and effectively apply methodology, standards and best practice
- Strong customer service skills and polite telephone manner
- Positive “can do” attitude