

June 2023

Apprentice Administration Assistant

Hours: Full time, a minimum of 30 hours per week

Salary: Competitive, dependent upon skills and experience

Holiday: 21 days plus bank holidays (based on 37.5 hour working week)

Lineal Software Solutions Ltd, one of the South West's leading IT and Communications managed service providers, is seeking to appoint a highly motivated and enthusiastic administration assistant to join our established team in North Devon.

The successful applicant will be expected to enrol upon and complete a Level 3 Business Administrator – Advanced Apprenticeship. This is an excellent opportunity to gain skills and experience and may lead to further employment at Lineal or finding employment in this industry with the valuable experience you have gained.

Essential requirements:

- You will have a positive attitude and be a highly motivated team player with a excellent awareness of customer care. Ideally you will demonstrate exemplary customer service skills
- You will have strong communication skills, both written and spoken
- You will have an aptitude and enjoyment for continuous learning and development
- You will be able to accurately and quickly enter data relating to customer and financial information
- You will be able to work well under pressure and at a high work rate
- You will have excellent interpersonal skills and be willing to help
- You will be punctual and reliable with excellent time management skills including an ability to meet deadlines effectively

- You will have strong organisational and planning skills and possess careful attention to detail
- You will have a good standard of English and possess reasonable Maths skills
- You will have good IT skills including Microsoft Office, email clients (Outlook) etc. including typing proficiency (we are an IT company after all!)

Role description:

Following are some examples of the duties and tasks you will be expected to fulfil.

- Communicating confidently and professionally with customers and suppliers by email and on the telephone, greeting customers at our office and dealing with their questions
- Undertaking administration tasks such as updating our records, filing documents, assisting with queries
- Assisting the purchasing manager with the preparation of quotes and orders, stock control, receipt of goods and returns
- Assisting the accounts manager with invoicing and credit control including the preparation of statements for customers, effective management of contracts and dealing with contract enquiries
- Assisting the HR manager with diary management
- General administrative and office management duties as may be required
- Being friendly and helpful to our staff and customers

This is a great opportunity to gain valuable skills and experience in a professional, supportive and friendly work environment, all while studying towards a nationally recognised qualification.

To apply for this position or for additional information, please email jobs@lineal.co.uk. Applications should include a recent C.V. and a covering letter explaining why you feel you are suitable for the position. We look forward to hearing from you!

