



RECEPTION / ADMINISTRATION APPRENTICESHIP OPPORTUNITY

AGR Automation has an apprenticeship opportunity available for a Receptionist / Administrator in our Arbroath facility.

With a AGR Automation you will learn the skills needed to gain a Modern Apprenticeship and begin your career with a business which has an unrivalled reputation globally as a leading designer and manufacturer of high speed automated machinery.

Our two-year programme provides on-the-job training to achieve an SVQ Level 2 in Business and Administration and you'll earn a wage throughout the apprenticeship.

Who are we looking for?

To be considered for this role you must:

- Have achieved a minimum of National 4 in English and Maths to grade C or above and ideally you will have achieved National 5 in these subjects
- Have experience of Microsoft Word and Excel and ideally Outlook
- Be able to work as part of a team to develop problem solving and communication skills
- Work hard toward the completion of all vocational assessments
- Show a commitment to a career in administration

To apply for this position please send a CV and covering letter to Fiona Boath, HR Manager fiona.boath@agr-automation.com Or you can download an application form from our Recruitment page at <http://www.agr-automation.com/Recruitment>

Please do not hesitate to contact us on 01241 872961 if you have any questions about this Apprenticeship opportunity.



Post Title	Reception / Administration Apprentice
Department	Reception
Responsible to	General Manager
Location	Arbroath

Job Purpose

You will provide a central administrative support service to the business and be the first point of contact for customers via phone, email or at reception. You will be keen to do a good job and deliver professional service regardless of the task and be comfortable interacting with employees from all departments.

Full training will be given to work towards a nationally recognised SVQ qualification.

Main Tasks

- Dealing with telephone and email enquiries from customers and suppliers, ensuring relevant information is passed to the correct department
- Be the focal point for customers providing a professional and efficient service
- Arranging travel and accommodation for staff or customers and other external contractors
- Keeping diaries and arranging appointments
- Processing customer sales orders
- Sorting and distributing incoming post and organising and sending outgoing post
- Processing commercial documentation
- Provide support for senior managers

Skills and Experience

- Able to organise your own work when required
- Confident to answer and screen telephone calls and direct them to the right person or department
- Experience of Microsoft Office packages
- Good communication skills
- Ability to work on your own initiative
- Confident working in a fast-paced busy role
- High standards and attention to detail.

You will be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the nature of the duties and responsibilities of a post occurs consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.
