

## Business Administrator Apprentice

TR Fastenings Ltd specialise in distributing and manufacturing standard and specialist industrial fasteners. Through our global operations, TR employs over 1,200 highly skilled and experienced people. Every colleague around the world is a valued member of the TR family who on a daily basis work together to deliver a high-quality service for all our customers

We are looking for a Business Administrator Apprentice to join our Administration team at Bellbrook Park. The successful candidate will work towards a level 3 Business Administrator Apprenticeship qualification.

### The Role

Reporting to the Administration Manager, your role will be working towards providing full administrative support to the Company.

Key tasks include:

- To greet and welcome all visitors
- To answer the phones and redirect calls
- To provide full administration and secretarial support to the business
- To assist with opening inbound and sending outbound post daily
- To assist with booking flights, accommodation, taxis and car hire
- To arrange internal meetings
- To ensure speedy distribution of all information
- To assist with the general running of the office on a day to day basis
- Organise meeting rooms and allocation of hot desks
- Ordering stationary and vending supplies
- Confirmation of delivery notes
- Arrange couriers via the courier's portal
- Work with various Microsoft packages- Excel, Word, Outlook, TEAMS, D365.

### The Candidate

The successful candidate will ideally have a minimum of 5 GCSE's at grade C or above (9-4) or have undertaken the level 2 Business Administration Apprenticeship

Being a good all-round team player is a must, as is the ability to prioritise and work to deadlines. A proactive approach to the role is essential.

The ideal candidate needs to have excellent communication skills together with a good telephone manner.





You must have experience in the use of Microsoft Word, Excel and Outlook and have a good standard of numeracy and literacy.

Experience of working within an administration environment is advantageous.

### **To Apply**

If you are interested in applying, please contact Katia Sparks, Group HR Officer on 01825 747324 ext. 4324 or email your CV to [Careers@trifast.com](mailto:Careers@trifast.com).

