

Business Administration **Apprentice**



Hours

37.5 hours per week

Monday - Friday

08:30 - 16:30

Starting Salary

NMW for age

Job Type

Apprenticeship

Qualification(s)

Level 2 Business & Administration

Training Duration

12 - 18 months

Address

Unit 3, 1 Forrest Way

Gatewath Ind.

Estate

Warrington WA5 1DF

Kerf Furniture Ltd

Kerf Furniture Ltd are looking for a Business Administration Apprentice to join the team. You will be joining in a period of rapid growth in an exciting industry.

Duties will include answering phone calls, customer service and general office duties.



Duties & Responsibilities

- Reception duties and answering telephone enquiries
- Customer Service
- Email documentation
- General office duties
- Word, Excel, Outlook & Access
- Stock ordering
- Timesheet calculation
- Sales Invoicing
- Travel bookings
- Ad-hoc duties
- The successful applicant will also undergo Sage Line 50 accounts training

What we are looking for

- Good IT skills
- Good communication skills
- Good work ethic - punctual, reliable and personable
- Teamwork
- A-C GCSE's are preferred, but not essential as other qualifications will be considered
- Ideally, someone with an interest in joinery or woodwork

Things to consider

- You will work towards a Level 2 Diploma in Business & Administration with Warrington Collegiate alongside your work duties, as well as Functional Skills in English, Maths and ICT (if required)
- Please check travel arrangements to the employer's site before you apply for the role.

About the Employer

Kerf Furniture Ltd has over 35 years of combined experience. Our team hand-craft beautiful wooden furniture for the home as well as creating unique pieces for our commercial customers including hotels, offices, bars and restaurants.

Our commissioned furniture is crafted from a range of hardwood timbers from all around the world and complimented with luxurious fixtures.

We're confident in our work and want to deliver a service and product to be proud of. We offer all of our prospective clients a no obligation site survey to establish your requirements, assess and measure your space, compile a brief and provide a quotation so that you have all the necessary tools to enable you to make a decision to proceed.

Take a look at our website, www.kerffurniture.com for more details

How to Apply

Please submit your CV to Jonathan via jaghanian@warringtonandco.com along with a Supporting Statement that states why you feel you are suitable for the role.

Shortlisted candidates may be contacted by telephone for an initial discussion about the role and to assess your suitability before your details are passed to the employer for consideration.

Please do not contact the employer directly as this may mean that your application is rejected

Questions?

Please direct any queries in the first instance to:

Jonathan Aghanian
Business Development & Marketing Officer

Warrington & Co.
The Base
Dallam Lane
Warrington WA2 7NG

Tel: **01925 444009** Email: jaghanian@warringtonandco.com