

# BUSINESS ADMIN APPRENTICE

## The Role:

We are looking for 6 individuals to join the team as Business Admin Apprentices. You will get the opportunity to work in 6 different departments, gaining a thorough understanding of the different aspects to the business. At the end of the apprenticeship program, there will be the opportunity to join Logic permanently in one of the 6 departments.

## The Candidate: Skills & Personal Qualities

- Ability to liaise with people throughout the business in different departments at various levels.
- Understanding of Microsoft Office 365.
- Excellent communication & listening skills.
- Organised
- Eager to learn
- Adaptable as the position requires you to move between different departments.

## Main Duties:

Duties would initially include supporting the running of the office by undertaking general admin duties such as; dealing with telephone calls, reception duties, controlling stationary & general office supply stocks, creating/updating reports. Alongside these general duties, throughout the scheme you will have the opportunity to work and gain experience in 6 different departments. The six departments are:

**SCHEDULING** - Working with the Scheduling Team to plan the engineer diaries, prioritising emergency works and liaising with customers. Using our Company System to close and invoice jobs once complete and create the relevant paperwork to send back to the customer.

**STOCK & FLEET CONTROL** - Order, manage and redistribute stock required for jobs. Raise purchase orders for engineers to buy stock on the road. Assist with organising the maintenance of employee fleet and vehicle stock.

**ESTIMATING** - Working alongside the estimating department to produce quotations for various works, both new and existing new customers. Work with AutoCAD to create/update drawings and zone plans.

**MARKETING** - Running marketing campaigns through our social media outlets, updating the website and creating relevant news posts. Assisting with publishing internal company news. Working with the sales department to target new customers & promote new services.

**FINANCE** - Working in the financial department, dealing with customer queries and company accounts. Invoicing customers and ensuring payments are received. Working with Stock Control to assist with supplier credit accounts.

**ACCOUNT/CUSTOMER RELATIONS** - Working with the Account and Sales Managers to manage existing customers and maintain client relationships. Being the first contact for our existing customers, answering queries or directing to the relevant department.

## Remuneration:

- Salary: Apprentice wage +15%
- 39 hours per week Monday to Friday.
- Annual leave entitlement is 21 days + bank holidays per annum increasing by 1 day per year at the commencement of the new leave year, up to a maximum of 5 additional days. This is effective after the completion of 1 years' service.
- Company Pension.

Logic Fire and Security are an Equal Opportunities Employer and proactively promote equal opportunities throughout the Company. Logic has a Zero Tolerance policy regarding any harassment in any form.

**If you are interested in the above position, please respond in writing with your CV and cover letter to [recruitment@logicfireandsecurity.com](mailto:recruitment@logicfireandsecurity.com)**