

Office Admin Apprentice

Location: Costock, near Loughborough, Leicestershire

Hours: Full Time

Champions (UK) plc is one of the UK's leading award-winning brand agencies, boasting an enviable portfolio of clients, regionally, nationally and internationally.

A family-owned business with traditional family values, Champions has grown over the past 15 years and has evolved significantly.

Today, with over 90 highly-skilled staff and still expanding, Champions' continued success is creating additional and exciting employment opportunities.

Whilst working at Champions' in this role you will be expected to undertake a Level 3 Business Administrator apprenticeship over the course of 12-18 months, where you will gain a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors.

Responsibilities

- Responsible to the Office Manager
- Carrying out all administrative duties as assigned by the Office Manager, ensuring deadlines are met and work is completed correctly
- Controlling and maintaining office supplies
- Answering incoming calls and assuming receptionist duties when needed
- Setting up and attending meetings as well as taking relevant notes/action points
- Receiving and reconciling all expense reports
- Assisting with Health and Safety Audits
- Welcoming visitors and providing support
- Filing – keep up to date and maintaining an efficient system
- Organizing starter packs for new staff
- Organizing and sending out of event invitations
- Organizing and scheduling appointments
- Undertaking any other duties within the scope of the position as assigned by the Office Manager

Experience, Qualifications and Skills Required

- Proficiency in MS Office, with expertise in Microsoft Word, PowerPoint and Excel
- Ability to work under pressure in a fast-paced office environment
- Exceptional written and verbal communication skills
- Self-motivated, pro-active, organized, with an attention to detail and able to produce work accurately and in a timely manner
- An outgoing personality, a team player, enthusiastic and assertive
- Ability to multi-task, a good problem solver and in possession of a clean driving license
- Knowledge of office systems and procedures
- Excellent time management skills

Benefits

- On-site gym
- The opportunity to take country walks around our grounds for exercise and well being
- New starter goodie bag
- Above and beyond bonus scheme
- Enhanced holiday allowance after three continuous years with the company
- Modern, clean and spacious office in our new £1million digital hub
- Departmental socials
- Training throughout the year
- Contributory pension scheme
- Birthday bottle of bubbly
- Weekly cake club (Covid-19 permitting)
- Yearly Christmas party – all expenses paid (Covid-19 permitting)

Closing date: Friday 12th March, 2021.

If you think you are suitable for this role, please send a covering letter stating why you're the ideal candidate, along with your current salary and CV to careers@championsukplc.com