



Business & Administration - Apprentice Job Description

Job Title	Business & Administration Apprentice
Job Type	Full time 37 hours a week, 12 Months
Salary	£153.55 Weekly
Location	Office based
Deadline	5 July 2020
Reports to	Head of Finance

We have an exciting opportunity for someone who has just finished their exam and has not yet made any decision as to where they are heading next. We would like to offer the opportunity for them to move around departments within our office and get a feel for if they are suited to starting their career in an office environment.

About Lister Shearing

Our mission is simple – as world leaders in the animal clipping and shearing industry, we design and manufacture high-quality products that get the job done.

Pride, passion and performance is at the heart of everything we do. When looking at one of our products, some may only see a comb, handpiece or clipper, but we see something that's been shaped by generations of users around the world and developed with passion – all leading to a piece of engineering excellence.

We are proud of our heritage and our accomplishments, but we're always looking to improve our processes and products to ensure our range constantly evolves with the global market and customer needs. We're committed to developing products that our customers will reach for time and time again, and aim to deliver superior value every time.

Website - <https://www.lister-global.com>

Address - Units 3 & 4, Stonehouse, GL10 3SX

Apprenticeship Summary

Your apprenticeship will be structured in the following way:

Approximately 3 months would be spent within each area, Finance, Logistics, Purchasing and Marketing/Sales and a variety tasks/projects would be assigned.

Duties will include:

- Finance** - Gaining experience with the Purchase Ledger, Sales Ledger and a certain amount of Management Accounts
- Logistics** - Shop scheduling, Goods-in and Stores



- Purchasing** - Requisitions, placing orders, chasing-up deliveries with suppliers, sourcing new materials/suppliers, also the opportunity to visit Suppliers with our Buyer
- Marketing and Sales** - Answering telephone, taking messages, entering sales orders, ensuring deliveries are on time to Customers. Helping with queries from Customers, visits to Customers with our Sales Manager to see how our products are displayed and promoted/marketed

Requirements and prospects

Desired skills

- Good telephone manner
- Ability to communicate with other colleagues
- Good organisational skills
- Ability to work independently on tasks and the use of initiative
- Reliable and good time keeping

Personal qualities

- Must be able to show commitment to the role and the company as a whole
- Be enthusiastic with a strong desire to learn and be pro-active

Desired qualifications

GCSE or equivalent Grades A*-C/9-4 in maths and English essential.

Having the right attitude, work ethic and commitment to your education as well as your employment are essential requirements to this role.

Future prospects

For the right applicant on successful completion of the apprenticeship there maybe the possibility of a permanent position within the company.

Training

As the successful apprentice you will undertake an Apprenticeship in Business Admin Level 2 to include assessment in Skills, Knowledge and Behaviours, Functional Skills in maths and English (where applicable), completion of your End Point Assessment. During your time on the apprenticeship programme, you will also be expected to complete and document 20% off-job-training.

The Apprenticeship will be delivered by South Gloucestershire & Stroud College over 12 months.

You will be required to attend CAMPUS on day release for your studies and an assessor will visit you out on site. You will be assigned a supervisor/mentor within the workplace, who will support you to develop your workplace skills, knowledge and behaviours throughout the duration of your apprenticeship programme.



Apply

To apply, you can use the following methods

South Gloucestershire and Stroud College -

<https://www.sgscol.ac.uk/apprenticeships/vacancies/1633568>

Gov.com - <https://www.findapprenticeship.service.gov.uk/apprenticeship/-524633>

Stroud college contact

Nikki Mann

Tel: 01453 761100

Email: nikki.mann@sgscol.ac.uk

Lister Shearing contact

If you would like to know any additional information about the role don't hesitate to get in contact.

Jules Minchin

Jules.minchin@lister-shearing.co.uk

All applications are treated in the strictest confidence.