

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Apprentice Administration Assistant</b>
<b>Hours:</b>	16 hours
<b>Location:</b>	Edinburgh, Musselburgh
<b>Accountable to:</b>	Human Resources Manager
<b>Rate of pay:</b>	<b>From £4.15 per hour.</b>

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Apprentice Administration Assistant with Edge Autism Ltd is an exciting opportunity, you must have excellent communication skills and an upbeat attitude. Apprentice Administration Assistant is to be responsible for handling clerical tasks in our office. You will be handling incoming telephone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork, updating policies and procedures and other documents, and performing other general office clerk duties and errands.

Edge Autism expects you to be professional, polite, and attentive while also being accurate. You should always be prepared and responsive, willing to meet each challenge directly. Apprentice Administration Assistant must be comfortable with computers, general office tasks, and excel and both verbal and written communication. Most importantly, you should have a genuine desire to meet the needs of others.

### **Apprentice Administration Assistant Responsibilities**

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain areas.
- Performing general office duties and errands.
- Creating, maintaining, and entering information into databases.
- Always maintain confidentiality.

## **Apprentice Administration Assistant Requirements**

Good general education to National 5 level or equivalent including English.  
Experience but not essential as an Apprentice Administration Assistant or in a related field.  
Ideally you will have knowledge and experience of using Microsoft office.  
Have a good understanding of duties related to working in an office environment.  
Ability to work well under limited supervision.  
Always maintain confidentiality.  
Ability to write clearly and help with word processing when necessary.  
Warm personality with strong communication skills.  
Able to work effectively as part of a team.  
Be able to follow instructions by the managing director and the management team.  
Be able to adapt to different tasks when required.

## **In this apprenticeship you will**

Undertake an SVQ Level2/3 in Business and Administration Modern Apprenticeship  
Provide a business and administrative support service  
Use a variety of Microsoft Office software (Word, Excel PowerPoint)  
Receive and respond to email messages both internal and external  
Always maintain confidentiality.  
Make and receive internal/external telephone calls, dealing with enquiries personally, or obtaining or passing on information or referring caller to appropriate sources.  
Undertake filing and document control and photocopying.  
Take detailed meetings notes as and when required.  
Undertake any other duties which may be allocated as and when required.

## **Additional Information**

Holiday allowance  
Pension scheme  
Great management team

## **Important Information**

Important Information Apprentice Administration Assistant may be funded by CBT through Skills Development Scotland, which supports the development of employment opportunities and a skilled workforce.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the client and their family at any time, after discussion with the post holder.



Edge Autism Ltd