**Our aim**: *To give job satisfaction, security, reward for effort, provision for ultimate retirement and a sense of pride in belonging to the firm.*



**Administration Apprentice**

Grade: **1**

Location: **Exeter**

Direct reporting staff: **0**

**Purpose of Role**

As an Administration Apprentice within the administration department, you will be assisting colleagues with a range of duties whilst we support you to achieve an apprenticeship.

**Main Duties and responsibilities**

1. Copy and Audio Typing.
2. Formatting and processing documents.
3. Photocopying and scanning documents.
4. Sorting, distributing and scanning incoming and outgoing post.
5. General telephone and reception duties.
6. Monitoring stationery levels and office equipment, placing orders where necessary.
7. General admin duties that arise around the office.

**Note**

This job description is neither definitive nor exhaustive. It may be reviewed in the light of changing circumstances following consultation with the post holder.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **A/I** |
| **Experience** |  | Knowledge of Microsoft Programmes e.g. word / excel  |  |
|  |  |  |  |
| **Special Aptitudes** | Works well as part of a team. |  |  |
|  | Willing to work hard to progress at work and with your studies |  |  |