



## **Business Administration Apprentice**

**Fixed term contract for 12/18 months**

<b>Reports To:</b>	Admin Team Leader
<b>Location:</b>	Highland Spring Group, Blackford, PH4 1QA
<b>Department:</b>	Admin
<b>Working Hours:</b>	Monday - Friday 9am – 5pm

We are seeking a Business Administration Apprentice to become part of our busy Admin team based in our Headquarters at Blackford Perthshire.

Within this role you will have a very exciting and challenging opportunity to gain invaluable experience by carrying out various administrative tasks that will support our UK wide business.

Your role will include: administration support for the Facilities Department as well as the Central Administration Team, Reception duties and the all-important Hospitality side of the business where you will be responsible for setting up meeting rooms with required equipment, teas and coffees as well as organising and serving lunches for meetings.

Whilst doing this you will be trained, supported and mentored on our internal processes as well as supported through a Business Administration Apprenticeship which on completion will provide you with a nationally recognised qualification.

You will be a highly organised individual with good communication skills both written and verbal. Be proactive and have the ability to work on your own initiative identifying when things are needing done as well as being a supportive team member. You will be able to work quickly and efficiently without compromising your attention to detail.

You will be IT literate with a knowledge of Microsoft Office packages and be educated to at least Standard Grade in Maths and English.

If this is you and you are looking to earn as you learn then we would love to hear from you.

Please apply by sending your CV and covering letter to [opportunities@highlandspringgroup.com](mailto:opportunities@highlandspringgroup.com)  
F.A.O Holly Morrison