



Business Administrator Apprentice

Level 2

Administrators handle the day-to-day tasks in an office and make sure organisations run smoothly. During this apprenticeship, you will develop a range of transferable skills which will enable you to work in any of the administrative roles within the business. Administration roles are an excellent starting point for a career in business and you can even move in to management, once you have enough experience.

The successful applicant will undergo a structured training plan, working in one of the three principle business administrative areas of:

- Technical Product Specification
- Production Planning
- Sales Order Processing

Technical Product Specification:

Here you will be involved in helping set up new product specifications on the IT system. You will experience the use of 2D CAD software and help digitise new cushion shapes for production. Working in this department with a team of three others, responsible to the Technical Manager, you will gain a good basic understanding of the product range.

Part of this training process involves visiting some suppliers to get an understanding about how our raw materials are made.

Production Planning:

Here you will experience the production planning process. The issuing of production work sheets to the factory and the booking in of raw materials. You will also help with general recording of production data for various departments within the production process.

You will also be introduced to further cad software that controls the production process and CNC equipment on the factory floor.

Sales Order Processing:

Here you will assist in the processing of sales orders as they are received from our customers. This will further develop your understanding of the product range. You will need to be very accurate in your data inputting and careful in following instructions. This will test your ability to communicate not only with those around you, but also with customers over the telephone.



Qualifications Required

- 2 GCSE Grade 4 © or above. Including English
- You will have a college interview
- You must pass an initial assessment in English, maths & ICT

Skills Required

- IT literate with experience of Microsoft Office

Personal qualities

- Want a career in an office environment

Apprenticeship framework

Business Administrator Intermediate Level 2

Hours of Work:

Monday to Friday: 8.30 am to 5.00pm 37.5 hours per week

Your Future:

After completing the apprenticeship we would look to place you in a permanent role within one of the business departments. You will also be able to continue your training and studies through additional courses such as a level 3 apprenticeship.

Meet Bailey



"Having completed my GCSE I did not want to stay on at school. I was keen to get into a job and was able to secure an apprenticeship at Fibreline.

During my training I have spent time in all three roles, technical office, production control and now I am in the sales office.

I have learnt a lot since leaving school and attending college has helped me to continue my education.

Having completed my Level 2, I hope to now do my Level 3. My aim is to secure a sales representative role in the business."

Bailey Gant

How to apply:

Complete an apprenticeship application form and send with a CV to:

Fibreline Ltd, Victoria Park Mills, Hard Ings Rd, Keighley, BD21 3ND

Application forms can be downloaded from our website: www.fibreline-ltd.co.uk/jobs