



Business Administrator Apprentice

Level 3

The Administrator role is vital to ensure the smooth running of the business. You will need prior experience in a business or administration job role as you will be responsible for administrative tasks within your workplace.

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.



Your Future:

After completing the apprenticeship you will have further developed your transferable skills and industry knowledge. Career progression could then involve a movement into any of the larger business areas, including, production management, finance, HR or sales.

You will also be able to continue your training and studies through additional courses such as Leadership & Management Higher Apprenticeship.

Qualifications Required

- Level 2 Business Administration
 - OR
 - Maths GCSE Grade 5 or above
 - English GCSE Grade 5 or above
 - 4 additional GCSE Grade 4 © or above
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- 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
- Mature and reliable
- Able to show that they have worked as part of a team, and on their own initiative
- Have an interest in business

Apprenticeship framework

Business Administrator Advanced Level 3

Hours of Work:

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

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