

## Business Administration

### Provider

Glasgow City Council (Gateway Shared Services)

### Career Areas

Administration and Management

### Programme Title

Business Administration

### Programme Structure

### Job Description

This apprenticeship will offer the opportunity work within our Work Placement Administration team, where you will be joining a team of experienced Administration Officers who will support and teach you the skills required to be successful in your apprenticeship role.

The Work Placement team are responsible for: Managing the work placement arrangements for pupils in 10 Local Authorities in Scotland.

Duties will include: data processing, customer service, liaising with a wide range of customers including employers, school co-ordinators and Health and Safety officers.

The nature of the work means you will get to be involved in other teams within Gateway too, such as marketing and software development.

This is an interesting role and you will receive training in the full range of duties offering a great opportunity for you to develop excellent administration and customer service skills.

The vacancy is advertised on the recruitment site Glasgow Guarantee. You need to register before you are given access to view/apply for vacancies.

### Wage

Min £3.70 an hour

### Hours Of Work

35

### Age Limit

### Proposed Start Date

August 2018

## Locations

Glasgow

## Number of Posts

1

## Qualifications Achieved

## Duration

2 years

## Summary

As a Modern Apprentice you will be studying towards a Scottish Vocational Qualification (SVQ). During your apprenticeship you will work towards your qualification, whilst being able to apply your learning to the real life business environment. In turn, you will receive first class training, excellent conditions and experience of working with one of Glasgow's leading employers.

## Career Progression

## Entry Qualifications

A good general education – achieved or working towards a range of qualifications, which should include English at National 5 or above and one of the following: Business Management, Administration or Computing would be desirable.

You should be able to demonstrate a commitment to good attendance.

Good PC skills and knowledge of Microsoft Office software are essential.

You will require a satisfactory criminal record check from Disclosure Scotland to show that you are suitable for this type of work. Contact Disclosure Scotland for details on the type you would need.

## Personal Skills

- Willing to deal with a variety of customers in a manner that meets the Council's Customer Care Standards.
- Possess good verbal and written communication skills.
- To have an enthusiastic and positive attitude.
- To have the ability to produce work to a high standard, with attention to detail and accuracy.
- To have the ability to prioritise and co-ordinate tasks efficiently ensuring all deadlines are met.
- To have the ability to follow instructions.
- To have the ability to work effectively as part of a team.
- Willing to work towards achievement of a Scottish Vocational Qualification (SVQ) at an appropriate level.

## Application Procedure

Company Online Application

**Application Detail**

<https://www.glasgowguarantee.org/Account/LogOn?ReturnUrl=%2f>

**Additional Application Info**

**Qualification Achieved**

SVQ Business Administration at SCQF Level 6

**Open Date**

27/04/2018

**Closing Date**

27/05/2018