

Project Admin Apprentice

DEPARTMENT: Programme Services Team

Are you the face of our future? Apprentices are essential to our Company development – get paid to earn while you learn on your career journey.

Home to the UK's Number 1 selling vacuum cleaner, at Numatic we have a strong and proud heritage. But it's not just about Henry.

We are one of the largest local employers, our business is booming with year-on-year growth, and we are looking to recruit exceptional Early Professional talent into the national Advanced Apprenticeship Scheme.

It is our ambition to continue to support our company's phenomenal growth by using technology to drive competitive advantage, and this is dependent on us continuing to build the very best teams.

ABOUT THE ROLE:

This is a fantastic opportunity for someone to join our Programme Services Department, helping to deliver for our business and our customers. It is a unique chance to work as part of a team that manages a broad range of technology and new product projects, providing the opportunity for you to develop your business, administration, and interpersonal skills, whilst providing Project Support and Departmental Administration within a supportive and diverse team.

WHAT'S IN IT FOR ME?

- An opportunity to undertake a Level 3 qualification in Business Administration via four weekly remote learning sessions and workshops for your college syllabus, in parallel with our comprehensive training plan and on the job learning
- Starting salary of £294 per week (increasing yearly upon completion of the apprenticeship) with college fees, including reference books and transport paid for.
- We heavily invest in our apprentices with the intention of offering permanent employment following successful completion of your apprenticeship, this will give you opportunities to grow and develop your skills whilst ensuring you have exposure to a growing business who pride themselves on producing British made, sustainable products.

WHAT ARE WE LOOKING FOR?

- An enthusiastic and adaptable person with excellent communication skills, attention to detail, and problem solving abilities
- You should have, or expect to have, a minimum of 5GCSEs all at level 5-9 (or equivalent)
- Ideally you will have had some work experience, but this is not essential

Closing Date: 22 Sep 24

How to apply: Please send your CV and Covering Letter to jobs@numatic.co.uk