



Business Administration Apprenticeship

Overview:

Life is a fifth-generation British family business. Known for our completely personalised and fresh approach to design, we create exceptional quality kitchens for the most discerning of clients. Part of the Danesmoor Group, our roots trace back to the early 1900s. We're proud to be part of the largest and longest established kitchen supply and manufacturing business in the UK – with unprecedented 500,000 sq.ft. in-house manufacturing premises at our headquarters. We also have the industry's best partnerships with World leading appliance, storage, and material brands.

Based at our head office in Newton Aycliffe, you'll work alongside our Customer Care team. We offer excellent in-house training and continual support to help you build a successful career, and the opportunity to thrive and develop. The apprenticeship will be supported by an external provider.

Responsibilities:

- General administration duties
- Data entry
- Attaching files to records
- Resolve administrative problems and enquiries
- Manage and prepare emails
- Answering the telephones and diverting calls

Essential Skills and Experience:

- Excellent attention to detail
- IT competent, particularly with reference to the use of Word and Excel
- Ability to work under pressure
- Good communication skills, both verbally and written
- Pleasant and competent telephone manner
- Enthusiastic

- Hardworking and can demonstrate initiative
- Organised
- The ability to complete assigned tasks effectively and promptly
- A cheerful personality
- Adaptable and accommodating
- A smart and tidy appearance

Desired Skills and Experience:

- GCSEs at grades C/4 or above (or equivalent)