

Business Administration Apprentice

Overview:

PWS Distributors is part of the Danesmoor Group, the market leader KBB conglomerate specialising in the design, manufacture, and distribution of KBB products to a wide and varied customer base. PWS Distributors specialises in the distribution of design led, commercially relevant kitchen components for B2B trade partners sold through multiple sale channels, brands, and opportunities. Product development, innovation, and exceptional customer service, continue to be the driving force behind the business.

Based at our head office in Newton Aycliffe, you'll work alongside our Sales & Service team. We offer excellent in-house training, 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 positive, 'can do' attitude
- Adaptable and accommodating
- Presentable

Desired Skills and Experience:

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