



Responsive Group of Companies
Unit 3A
Hallwood Road
Lillyhall
Cumbria
CA14 4JR
Tel - 01946 372220
Email - Info@responsive.ltd
Web - <https://responsive.ltd/>

Job Advertisement

Job Title	Level 3 Business Administrator Apprentice
Job Reference Number	13012022

We are looking for a Business Administrator Apprentice to work as part of our team to provide administrative support for the Responsive Group of Companies.

This apprenticeship at Responsive will run alongside Lakes College's Level 3 Business Administrator Standard (Apprenticeship Option).

More information: https://www.lcwc.ac.uk/courses/course/?uio_id=84226

The Company

Responsive Ltd is a group of specialist companies offering professional services including Non-Destructive Testing, Mechanical Testing and Training. Responsive has built its success by looking after the people inside and those who live and work around our business. We care and we enjoy showing it. Integrity is at the heart of reliable testing and at the heart of our businesses too. We all believe in contributing to a safer world by doing our jobs well.

The Location

Responsive Ltd's roots are in West Cumbria but we do have a hub in Manchester too. This enables us to offer effective service for clients across the UK.

This role will be based across our West Cumbria bases – Lillyhall, Workington and Haig Enterprise Park.

The Position

We are looking for someone to provide an effective and efficient administration service to ensure customers and suppliers receive a professional service. The individual will also provide services to aid in the companies' day to day operations and must have excellent time management and organisational skills.

Key roles will include but are not limited to:

- To carry out daily tasks within the business using our personalised customer relationship management software and Microsoft Office.
- To respond to routine correspondence and enquiries from staff, customers, and stakeholders.
- To receive visitors and phone calls in a manner that promotes a professional image of Responsive and its services.
- Answer the main company switchboard and direct calls as appropriate.
- To respond, prepare or distribute any documentation relevant to staff, customers and stakeholders.

- To provide a range of clerical duties including sending e-mails, filing, message taking, preparing documents, photocopying etc
- To carry out duties as determined by Responsive directors.
- Assist accounts.

Candidate must have:

- Ability to be productive, self-motivated and have the drive to get things done
- Professional appearance and ability to communicate confidently at all levels
- Proficiency in MS Office including Word, Excel, and PowerPoint
- Good literacy and numeracy skills
- Ability to work individually and as an effective team member.
- Attention to detail and problem-solving skills.
- Ability to take ownership.
- To have good knowledge of projects and customer service.

Desired qualifications

Minimum of GCSE Pass or Functional Skills – Maths and English.

Why should you apply?

- 21 Days Annual Leave in addition to public holidays
- Additional day off for your birthday!
- Brilliant benefits schemes such as Cycle and Tech Scheme
- Opportunity to continue work after fixed-term contract
- Flexible working hours
- National **Living** Wage as a minimum for all employees over the age of 18.
- Simplyhealth Health Care Plan.

How to apply

Completed application form returned as detailed on the advert page of Responsive.ltd

Responsive Ltd

Unit 3A, Hallwood Road, Lillyhall, Workington, CA14 4JR
Co. Reg. No. 07544898 - UK VAT No. GB 111 9701 43

Info@responsive.ltd