



CLINTON DEVON ESTATES

Business Administration Apprenticeship

We have an exciting opportunity at Clinton Devon Estates for a full-time Level 2 or 3 Business administration apprentice, working within our People and Efficiency team, attending college for one day a week.

The successful applicant will work with the team providing efficient administrative assistance enabling the wider Estate workforce to perform their roles effectively. Responsibilities include document and database maintenance, general administrative tasks, to assist with Estate events, internal and external communications and provide corporate hospitality for Estate meetings.

Benefits and requirements

The role will be based at the Estate office in East Devon, a competitive salary, and pension.

Other benefits include:

- Holiday: 25 days plus public holidays
- Support for CPD and training
- Life insurance
- Gym and personal trainer
- Wellbeing hour
- Biennial health checks
- Cycle to work scheme

Applicants will need:

- A full driving licence and a car for business use
- Maths and English GCSE level 4 or above/ Equivalent

The role will include:

- Filing electronic and paper documents
- Reception duties
- Meeting support and hospitality
- Switchboard and telecommunications
- Asset Tagging
- IT and telecoms support
- Post sorting and distribution
- Project support
- Maintenance of central database including updating and checking as necessary
- Undertaking other roles from time to time which support the wider team on the Estate

The successful candidate should have the following attributes:



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- Self-motivated and able to use own initiative.
- Flexible 'can do' attitude.
- Professional manner.
- Proactive approach.
- Team player.
- Ability to work under pressure and to deadlines.
- Confident in communicating with a wide range of people from contractors to tenants.
- Excellent organisation skills.
- Computer skills and ability to pick up new systems quickly
- Good attention to detail and accuracy
- Good verbal and written communication skills
- Profession appearance

Closing date for applications: 31st January 2023

Rolle Estate Office
Bicton Arena
East Budleigh
Devon
EX9 7BL

www.clintondevon.com

Please click the link <https://www.exeapprentices.co.uk/> for details on how to apply.