



Job Title: Modern Apprentice – Business Support Assistant

Reports to: Audit & Compliance Team Leader

Location: Across North Lanarkshire

Salary: From £14,487 - dependant on age (pay award pending)

Duration: Fixed Term to the 31st December 2021

Modern Apprentice - Business Support Assistant

We have an exciting opportunity for a young person between the ages of 16- 19 to join the team at Routes to Work as a Modern Apprentice. In this role you will learn a wide range of administration skills and be supported to obtain SVQ Level 3 in Business Administration. We are looking for a young person who has already achieved an SVQ Level 2 or alternatively has 2 passes at National 5 Level.

The job role will be varied and you will work directly with our Audit & Compliance Team Leader and get involved with:

- Assisting with the Audit & Compliance processes of our European Funded Programmes
- Data input and statistical reporting
- Assisting with the financial claims processes alongside the Audit & Compliance Team Leader
- Customer facing administration support to the Operational Delivery Teams including incoming and outgoing mail services, photocopying, telephone & face-to-face client reception etc.

You should have good IT, numeracy, interpersonal and communication skills. A good working knowledge of Microsoft Office packages particularly Excel would be advantageous.

This post is subject to basic disclosure.

Working Pattern: Mon- Fri 9am – 5pm

Hours: 35 per week

If you wish to apply, please email your CV to recruitment@routestowork.co.uk

Closing Date for applications: Monday 7th December 2020 at 5PM

Candidates will be required to attend a virtual information session week commencing 7th December – date and time to be confirmed.

Following the information session if you wish to proceed with your application you will be required to complete a full application form and submit by date to be confirmed. This will be explained at the session.

Interviews will be held on prior to the 22nd December 2020.

Routes to Work Ltd is committed to the principles of Equal Opportunities, please contact us if you require any adaptations for the recruitment process.

Routes to Work Ltd is a project part-financed by the European Union- "Europe and Scotland making it work together".



European Union



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