



## **Business Administration Apprentice**

Fairgrove Homes, Ilkeston, DE7 8DH.

Ilkeston-based housebuilder Fairgrove Homes is looking for a bright and enthusiastic individual to join its team as a Business Administration Apprentice.

As a Business Administration Apprentice you will train and develop your skills with the support of the company's Office Manager.

### **Typical duties and responsibilities include:**

- Welcoming visitors at reception, answering phones and dealing with queries
- Greeting clients and visitors and being the first point of contact for service
- Ordering stationary and carrying out routine maintenance
- Controlling petty cash
- Organising travel bookings for the senior team
- Processing and coordinating room bookings
- Supporting with and providing tender information
- Taking minutes at meetings

To apply as a Business Administration Apprentice, please complete the application form on our website.