



Are you looking for a career in Business Administration?

If so then we can offer you....

- An excellent career in an established UK HVAC equipment manufacturer
- Support throughout your apprenticeship
- 1st Class working environment
- Career path in an expanding and successful company

Are you interested?

Apply in writing with your full career and educational details, plus a covering letter telling us why you are the person for us.

Send you applications to...

Michlene Clark
SPC
SPC House
Evington Valley Road
Leicester, LE5 5LU
E-mail: michlene.clark@spc-hvac.co.uk
Tel: 0116 2490044

Job title: Business Admin Apprentice

Location:	Leicester (LE5 5LU)
Salary:	£TBC
Company:	SPC
Job type:	Apprenticeship
Responsible to	Neil Hudson, Sales Office, Marketing and IT Manager
Responsible for	SPC's Sales Office Administration
Start date:	ASAP
Hours:	8.30 – 5.00 Mon to Thur 8.30 – 3.15 Fri

SPC are a specialist UK manufacturer of air conditioning equipment who needs a Business Admin Apprentice to assist in their internal sales department.

Reporting in to the Sales Office & IT Manager, the Business Admin Apprentice will co-ordinate and organise the administration of the internal sales office. Dealing with enquiry processing, basic quotations and liaising with the Sales Office & IT Manager to assist with various administration duties as required. Operating the main switchboard and dealing with customer telephone enquiries.

Applicants should possess:

- Creativity
- Reliability
- Excellent writing skills
- Enthusiasm
- Friendliness
- Attention to detail
- Good telephone manner
- A willingness to learn
- Initiative
- Approachability



Description of Duties and responsibilities

The main focus of SPC's Business Administration apprentice will be to...

- Assist the sales office in organising enquiries
- Filtering and logging of sales enquiries/orders via email mailboxes
- Generation & co-ordination of copy quotes
- Answering and fielding telephone calls
- Provide accurate filing assistance to the sales office
- Provide quotations for spares and replacements
- Generation of basic quotations
- Provide CRM administration for the sales office

Training & Education

Alongside the role of Business Administration Apprentice, SPC offer educational opportunities to help further your career and experience. SPC are committed to training employees, offering them further professional development.

