



## **BUSINESS ADMINISTRATION APPRENTICE**

GSSArchitecture, one of the longest established architectural practices in the country, with 60+ staff, five national offices and a number of "blue chip" company clients, is currently seeking to recruit a Business Administration Apprentice.

You will work as part of the Admin Team and carry out a diverse variety of business administration duties, show a willingness to learn, and undertake and follow an approved apprenticeship training programme.

### **Qualifications/Experience**

- MS Office, including Word, Excel, PowerPoint and Outlook
- GCSE English Language and Maths (or equivalent)
- Word/Text Processing (or equivalent)
- An interest in Architecture would be desirable, but not essential

### **Requirements**

- Effective communication and telephone skills with excellent written and spoken English
- Ability to work within a team environment
- Professional, enthusiastic, flexible, positive and reliable
- Good time keeping and organisational skills

Hours: 8:45am - 5:30pm (with one hour for lunch), Monday - Friday.

Reporting to the Practice Administrator, this position is full-time, permanent, and will be based at our Head Office in Kettering, Northamptonshire.

If are interested in this exciting opportunity and would like to join our friendly, professional team, please forward you CV and covering letter to [recruitment@gotch.co.uk](mailto:recruitment@gotch.co.uk)

We are an Equal Opportunities Employer.