

## Business Admin Apprentice

<b>Job Title:</b>	Business Administration Apprentice
<b>Reporting To:</b>	Finance Manager & Head of Operations
<b>Location:</b>	70, Jesmond Road West, Newcastle upon Tyne NE24PQ
<b>Working Hours:</b>	9:30am - 4:30pm
<b>Salary:</b>	£8.50 per hour

We are a creative agency based in Newcastle City Centre, looking for an apprentice to add to our growing Finance and Operations team. We are looking for someone who is keen to get stuck into new tasks, be a helping hand and someone who is outgoing who will be suited to an agency environment.

### Operations

- Obtain various quotes from contractors in-line with projects
- Book in annual works to be carried out – e.g. PAT testing, air-con servicing, fire alarms
- Review and order consumables (coffee, milk, drinks, fruit)
- Manage monthly contracts – e.g. sanitary bins, shred-it, cleaners, pest control
- Maintain register of all subscriptions & contracts held

### Finance

- Credit Control - sending monthly statements and chasing outstanding debt
- Support the Finance Assistant with the accounts mailbox as required
- Looking after a supplier database to ensure records are kept up to date

### General Admin

- Booking travel for various members of staff across the company
- Greeting clients and other visitors
- Organising refreshments for meetings
- Maintaining a schedule for parking