

Job Specification – Company Apprentice

Key duties

- Undertake designated duties within various departments in the Company following the Apprenticeship Training Programme
- Learn a range of job roles across the business providing support to key Departments and Managers
- Complete designated formal training over a twelve to eighteen month period to develop knowledge and skills

Category	Essential	Desirable
Attributes	<ul style="list-style-type: none"> • Aged 16-23 years old • Professional appearance • Confident communicator 	
Education	<ul style="list-style-type: none"> • GCSE (or equivalent) grade C in Maths and English 	
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of dealing with multiple tasks • Experience of updating and maintaining information 	<ul style="list-style-type: none"> • Experience of working in a sales or customer focused environment • Experience of working in a construction related environment
Skills	<ul style="list-style-type: none"> • Ability to develop a positive working relationship with others • Excellent communication and interpersonal skills • Able to work in a fast paced customer focused environment • Able to deal with issues/problems in a polite and courteous manner • The ability to manage your time • IT literate including MS Office products 	<ul style="list-style-type: none"> • Microsoft Word and Excel knowledge
Personal Qualities	<ul style="list-style-type: none"> • Ability to work on own initiative and within a team • Ability to identify opportunities for improvements within your area of responsibility • Openness to change and ability to respond to this to improve performance • Able to take on other responsibilities and learn quickly from others • Act with a high degree of integrity while representing the values of Haldane Fisher 	