**Apprentice Logistics Business Administrator (Importing/Exporting) (London N17)**

**REF:EUROF**

**Apprenticeship summary**

**Apprenticeship standard Business administrator Level 3 (A level)**

**Annual wage - £12,480**

**Working week - Monday -Friday 09.00 - 17.00**

**35-hour week**

***This is an exciting opportunity for someone that wants to progress within their career. We are looking for a dynamic and ambitious individual that has a 'can-do' attitude, someone that wants to learn. We are looking for someone that is highly organised, with great communication and people skills. Job role to progress as you develop in your role.***

**What will the apprentice be doing?**

The Logistics administrator will perform various functions in ensuring effective and efficient supply chain management.

**Responsible for:**

* Welcoming visitors by greeting them, in person or on the telephone
* Answering or referring inquiries
* Directing visitors
* Giving instructions
* Maintains security by following procedures, monitoring logbook, and issuing visitor badges
* Responsible for providing administrative support
* The role offers a diverse range of tasks that will provide a breadth of experience in developing various receptionist skills
* Provide general office support with a variety of clerical activities and related tasks
* Will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, as well as additional clerical duties
* General miscellaneous admin tasks around the office and within a team
* Copying, scanning, faxing
* Operating internal electronic diary system to enter appointments
* General errands
* Data input into management information system
* Preparing routine documentation
* Book Keeping/ Accounting using 'Quick Books'
* Logging data related to logistic administration into the shipping system
* Liaising and communicating with customers with respect to delivery schedules
* Tracking and highlighting changes to onshore logistics for aviation purposes
* Managing and overseeing administrative processes as instructed
* Tracking shipments in order to ensure timely delivery
* Planning and organizing shipments
* Maintaining accurate and updated records

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Business Administration Apprenticeship Standard Level 3 Qualification

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

The potential for the right candidate to become a permanent member of the team once their qualification has been completed

**Things to consider**

We are located a short walk from Northumberland Park train station.

**Qualifications**

GCSE or equivalent English (Grade 4-9 or A\*-C) desirable

GCSE or equivalent Maths (Grade 4-9 or A\*-C) desirable

**About the employer**

Eurofast Services & Storage is a UK and European Relocation company. For costumers to obtain appropriate price in, transport, and relocation services, who must provide better prices and quality Services. It matches a user’s delivery route to that of a transport provider’s and connects them which, minimize costs and cut down CO₂ emissions by optimizing storage space and haulage.