

The Wigley Group

ADMINISTRATION ASSISTANT APPRENTICE

£9,250-£14,000 per annum Full-Time

Monday-Friday, 9am-5pm, 1 hour for lunch (unpaid), including 23 days annual leave

Based at Stockton House, Rugby Road, Stockton, Warks, CV47 8LB

The Wigley Group is a real estate investment company with a significant portfolio of property and landholdings. First established in 1964, The Wigley Group operates in property & development, construction and strategic land. The firm's headquarters are in a former stately home in Warwickshire, and the company remains in the ownership of the founder's family.

This role is part of the apprenticeship scheme. The role requires the employee to attend regular scheduled teaching sessions where formal training towards the Business Administrator Level 3 apprenticeship will be delivered. This role provides support within the Central Group Operations team to other departments within the organisation.

KEY RESPONSIBILITIES:

- **General business administration** including scanning, filing, dealing with incoming and outgoing post, telephone calls and emails.
- **Diary management of meeting rooms** and in time, assisting the Administration Manager with diary management.
- **Arranging internal and external meetings** and any catering requirements.
- **Arranging hospitality and travel bookings.**
- **Supporting the Central Group Operations** team including, but not limited to, media and marketing activities.
- **Completing purchase orders and placing orders with suppliers**
- **Supporting our reception functions** including reception cover, servicing of meeting rooms, greeting visitors to our premises and maintaining appropriate stock levels of consumables and stationery.
- **Any other duties** that may be deemed appropriate to this role.

WHAT WE ARE LOOKING FOR:

- **Good oral and listening skills** - our business is all about doing business in person, so you will need to be a good speaker who can clearly express ideas.
- **Strong teamwork skills** - we are a strong team and the ability to work effectively with others is essential for anyone who joins us.
- **Self-motivation** - you must be able to use your own initiative and manage your own workload.
- **Excellent time keeping** - we are sticklers for promptness and our clients are too.
- **Sound IT skills** - applicants should be comfortable dealing with all major Microsoft Office programmes.

APPLY

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-724327>