

**Training for industry ….**

**ADMINISTRATION APPRENTICESHIP OPPORTUNITY**

Myrick Training Services wish to support the development of an Administration Apprentice in our office near Montgomery. This opportunity will help you develop skills and complete your apprenticeship framework in Business Administration at Level 2, with the opportunity to move on to Level 3.

Your specific responsibilities will be to provide support to the Myrick Team, ensuring all records are maintained accurately, up to date and all deadlines are met. Your role will include reception and administration duties.

Computer skills in Microsoft Word/Excel will add value to a role which requires confident

communication skills and attention to detail. A working knowledge of social media would be an advantage. The ability to communicate in Welsh and to become a strong team member would be desirable.

Your training and continuing development will take place in a friendly and fulfilling environment.

Hours of work will be Monday - Thursday 8.45 – 5.00; Fri 8.45 – 12.45 (35 hours).

**To request an application form email Jean Vavere:** [jvavere@myrick.co.uk](mailto:jvavere@myrick.co.uk)

**Closing date for applications: Friday 5th October 2018**

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***also trading as***

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