



# JOB DESCRIPTION

**Job Title:**  
**Business Administrator Apprentice**

## A. ROLE PURPOSE

This three-year Business administrator apprentice will be to support the Office Manager and Community Benefits team with various administrative tasks related to the project. Working with the community benefits team to manage spreadsheets and internal systems and sharing best practices across our projects. This apprenticeship offers a unique opportunity to gain hands-on experience of an office environment within the construction industry, developing skills and knowledge that will be valuable throughout your career.

The role holder is required to work closely with office personnel to maintain high standards and support us to meet our ambitious project deadlines. The ideal person will thrive in a fast-paced working environment.

The business administrator apprentice may be eligible for PLA funding for additional training relevant to role.

## B. ROLE RESPONSIBILITIES (Overview)

Assisting the Office Manager with the following aspects of the project:

- Manage day-to-day activities.
- Liaise and communicate with relevant departments.
- Review and manage office inventory levels.
- Track and report key functional metrics and improve effectiveness and efficiency.
- Collaborate with other departments to ensure smooth running of the project.
- Complete various administrative tasks to support the office manager.
- Drafting a variety of procurement and administration-related documents, reports, contracts, communications, and instructions.
- Support various departments with procurement related queries or tasks.

Assisting the Project Director and Construction Manager with the following aspects of the project:

- Providing general administrative support.
- Scheduling meetings and organising diaries as appropriate.
- Managing and maintain project files and records.

Assisting the Finance team with the following aspects of the project:

- Coordinating daily financial tasks.
- Processing invoices and payroll data.
- Maintaining digital records of financial documents.
- Supporting with Comparison sheets and data entry.
- Support with administrative finance duties.

Assisting the Procurement team with the following aspects of the project:

- Supporting with Comparison sheets and data entry.

Assisting the Community Benefits team with the following aspects of the project:

- Supporting with onsite hub/meeting room bookings.

- Support with organisation and coordination of project related events and activities.

## **C. EXPERIENCE AND QUALIFICATIONS (Minimum Experience & Essential Knowledge)**

### **Educational Background:**

- 4 GCSE A-D including Maths and English

### **Skills and Competencies:**

- Strong interest in procurement services.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

### **Personal Attributes:**

- Detail-oriented with good organisational skills.
- Willingness to learn and take initiative.
- Flexible and adaptable to changing work environments and project needs.

### **In addition to the above:**

- An ability to communicate with a range of people, including customers, clients and key stakeholders both verbally and in writing.
- Interpersonal skills with ability to negotiate to achieve the best price from suppliers.
- Eager to learn with a keen eye to for detail.
- Multi-tasking abilities.
- Ability to prioritise and organising;
- Commitment to meet targets and deadlines.

In return, you will be working on a high profile 'once in a lifetime' project where you will be supported by a collaborative team in a learning environment. We offer local and global career opportunities and whilst this project is based in Cardiff our teams are truly global!

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We encourage applications from all backgrounds and are committed to creating an inclusive environment for all employees. We are open to making reasonable adjustments to enable all applicants to participate in the recruitment process. Please let us know if you need any adjustments as part of the application process.

Ready to be part of our transformative journey? Apply now and contribute to building a better future!