



Job Description

Job Title:	Business Operations Apprentice
Place of Work:	Hybrid (Remote & In-Person) Ross Building, Adastral Park, Martlesham, Ipswich, IP5 3RE
Hours of Work:	Flexitime 08:30-17:30 (40 Hours Per Week)
Reporting to:	Business Operations Manager
Career Progression:	Business Operations Junior- Business Operations Support – Business Operations Manager – Business Operations Lead

We are seeking an enthusiastic, passionate and motivated individual to join our business operations team.

About Us

Coderus is a leading software and app development company based in the UK providing services to start-ups, medium businesses and large blue-chip enterprises globally.

As a full-service development agency, we can help at any stage of the development process including consultancy, strategy, design, development, QA and testing as well as support and maintenance.

With more than 20 years of experience in the industry, we have the knowledge, expertise and certifications to be able to strategically guide our clients through their projects with confidence.

Our rapid growth and diversification into new vertical markets means that we need to find talented recruits with ideas and the ability to develop our increasing portfolio of software projects as well as iOS, Android, IoT, Windows and cross-platform mobile applications.

Our Goal: Development Without Barriers

Our goal is to be a global leader in secure innovative device solutions where software development has no barriers and excellence is at the core of everything we do.

Our Mission: Smart Code Solutions

At Coderus, we work to ensure the solutions we develop are future proof, maintainable and perfectly aligned with our clients' brands and designed to offer the ultimate user experience. We strive to build products and client relationships fit for the long term.

Our Vision: Built for the Future

We are dedicated to delivering market-leading innovative device solutions where opportunities are endless and there are no barriers to app or software development.

Combining our values, experience, adaptability and innovative thinking, we are able to deliver some of the industry's highest-performing software solutions.

Our Values

Innovation

Innovation is at the heart of everything we do. Without innovation, there isn't anything new, and without anything new, there will be no progress. We empower innovation using the right mix of culture, technology and processes to inspire the next generation of innovation leaders.

Imagination

The ability to imagine things pervades our entire existence. It influences everything we do, think and create. Here at Coderus, it leads to elaborate theories and inventions, which enable growth and transformation in the digital technology industry.

Integrity

We believe the key ingredient to success is integrity. Without integrity, the highest forms of work or delivery will not be achieved. If we can't deliver our highest excellence, we shouldn't be doing what we do.

Quality

The solutions we create need to be resilient and robust. To achieve this, quality is addressed in everything we do and upheld by our certifications. We know that without high-quality standards, products and solutions will ultimately fail.

Continued Learning

We are dedicated to learning new ideas, developing new technologies, thinking freely and reviewing and challenging existing knowledge. This is to ensure we are always learning, growing and improving our own strategies.

The Role: Business Operations Apprentice

Are you seeking a new role in a fast growing and innovative tech company? Do you have a desire to go forward in a business operations role?

What does the job entail and what skills will you have or be able to build upon as an ideal candidate?

Desirable Qualifications

- Minimum of 5 GCSEs of which English and Maths must be at level 4 or above

Tasks & Responsibilities

We are seeking a full-time business operations apprentice to assist our office team with:

- Maintaining stock lists
- Sending and receiving parcels
- Ordering and maintaining office supplies
- Answering phones and maintaining IVR (Interactive Voice Response) system
- Arranging meetings
- Managing correspondence by answering emails and sorting mail
- Completing general office tasks
- Liaising with onsite property maintenance team
- Supporting HR and compliance
- Supporting operations teams
- Helping maintain the e-filing system on our HRMS (HR Management System)

Level 3 Business Administrator Apprenticeship

<https://findapprenticeshiptraining.apprenticeships.education.gov.uk/courses/196>

is offered one day a week on a remote learning basis at Suffolk New College, Ipswich.

This is a great opportunity to join a progressive, technology led team directly involved in the development of exciting commercial software products for existing clients, new clients and our own internal projects.

Skills

- Good communication skills
- Able to work unsupervised and show a strong attention to detail
- Proficient use of Microsoft Office programmes
- Able to organise and prioritise work to meet deadlines

Location of Role

Coderus' Head Office is located in Adastral Park as part of Innovation Martlesham.

Adastral Park is a science campus based on part of the old Royal Air Force Station at Martlesham Heath near Ipswich in Suffolk in the East of England.

Innovation Martlesham is an established cluster of high-tech ICT companies located at Adastral Park. Besides being home to a diverse range of large, medium and small companies, Innovation Martlesham is a 'collaborative ecosystem' for technology companies.

Adastral Park is home to over 100 high-tech companies and offers excellent facilities including shops, a restaurant and deli, free car parking, an on-site gym and various recreational facilities and a green open environment in which to relax during lunch and break times.

The role will be a hybrid role and will require both remote and onsite working.

How can you get to Adastral Park?

Learn more about how to get to Adastral Park on their travel page [here](#).

Want to know more about life at Coderus?

Visit our [careers](#) page or click one of the icons to follow us on social media.



Remuneration, Hours and Benefits

The working week is 40 hours on a flexible working arrangement. Salary will be discussed with the successful candidate at appointment and dependent on experience / relevant qualifications but in accordance with the Apprenticeship National Minimum Wage of £4.30 per hour or above.

We are currently in the process of improving our benefits package but these are the current benefits.

Continuous Training & Development

- ★ We have a bespoke, in-house Learning Management System (LMS) and a core skills development strategy for every employee.
- ★ Each person has a tailored training plan with allocated R&D time during work hours.

Hybrid & Flexible Working

- ★ We give employees the freedom to choose when they start and finish the working day, as long as they complete the hours set out in their contract.
- ★ We ensure any compulsory meetings are set during our core hours (10 a.m. - 4 p.m.) so that everyone can attend.
- ★ We utilise power blocks to give the team uninterrupted time to complete their work.
- ★ Our contracts facilitate a balance between office and home working.

Fitness Family & Free Gym Membership

- ★ Every member of our team has free access to an on-site gym at Adastral Park.
- ★ Team members can use the gym facilities and attend classes where the guidelines permit.
- ★ Team members can add themselves to our Strava team and participate in our team fitness challenges, charity events and our Coderus walking club.

Free Barista-Style Coffee & Cold Drinks

- ★ Not only do employees have access to as much coffee as they can drink, but we also provide Coderus branded travel mugs too!
- ★ If you're not a fan of hot drinks, we also have a regularly stocked cold drinks fridge with water, juices and fizzy drinks.

Thriving Social Calendar

- ★ Each week we hold a virtual games night, open to all.
- ★ We host virtual coffee breaks each day, purely for a social chat about anything we feel like talking about that day.
- ★ We hold monthly competitions for the team to engage in safely from home.

Morning Team Ideas & Sharing Sessions

- ★ We've created an environment conducive to innovative thinking so that our team is always coming up with the most creative, innovative ideas and solutions for our projects.
- ★ We value every idea put forward by members of the team - no matter how big or small.

Employee of the Month Scheme

- ★ Each month, our team anonymously votes for who we think should be named Employee of the Month.
- ★ We base our nominations on how well the nominee has upheld our core values, innovation, imagination, integrity, quality and continued learning.

- ★ The decision is made by our senior management team who review all of the nominations and are not involved in the initial nomination process themselves.

Holiday Allowance (33 Days)

- ★ 20 Statutory Holiday Days
- ★ 8 Bank Holiday Days
- ★ 3 Holiday Days in December
- ★ Birthday Off
- ★ 1 Additional Holiday Day

Free Professional Memberships

- ★ We offer our team complimentary professional memberships for specialist tech organisations such as Ipswich Makerspace and the IET.

Free Team Lunches

- ★ Covid-19 permitting, each department is able to schedule a team lunch at the office on a day of their choice.
- ★ Covid-19 permitting, the company will host socially distanced team BBQs outdoors.

Free Haircuts & Beauty Treatments

- ★ There is an on-site barber at Adastral Park where our team can go to receive a complimentary haircut.
- ★ We have partnered with a local beautician who our team can visit to receive face, nail and brow treatments as well as massages.

Wellness & Sick Days

- ★ There is both paid sick leave and statutory sick leave available for all employees.
- ★ Outside of general sick leave, we provide wellbeing and mental health days to our team where required.

Free Eye Tests

- ★ The team are entitled to free eye tests at any opticians in the U.K.

Author	Kara Thurkettle
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