

# suzanne lock

## BUSINESS SERVICES

<https://www.suzannelock.com/>

40 Meadow Crescent  
Purdis Farm  
Ipswich  
IP3 8GD

**Office Administrator** working towards the **Level 3 Business Administrator Apprenticeship**

<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1->

### Company Overview

Suzanne Lock Business Services Ltd is a small family run business operating out of Suffolk, offering unique services, advice and continual support to small businesses, entrepreneurs, partnerships and one-man-bands across England.

With more than 25 years of accountancy experience, we provide help and financial support to small businesses and sole traders, mainly handling bookkeeping and accounting.

### Role Overview

We are offering an excellent opportunity to train all aspects of business support and administrative duties in a small but very busy office whilst also achieving an apprenticeship qualification.

The company is looking to support progression routes with ongoing studies making this an excellent opportunity for advancement for an enthusiastic, self-motivated applicant.

The role is exciting and provides the opportunity to learn new knowledge, skills, and behaviours in the workplace including:

- Filing
- Answer telephone
- Appointment / Diary scheduling managing
- Social Media
- Blog writing for Website
- Newsletter
- Data entry
- Basic bookkeeping
- Admin support for Accountant
- Admin Support for Accounts assistant
- Admin support for Marketing Manager
- Occasional online and face to face networking

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- Client management – sending out letters, chasing clients for information
- Upkeep of CRM software
- Office organisation

### Job Description

This is a fixed term position from September 2021 until completion of the apprenticeship qualification. Progression routes will be discussed on completion of the apprenticeship. The role is based on 30 hours a week, including study time to complete 20% Off The Job Training to complete the **Level 3 Business Administrator Apprenticeship**

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The ideal candidate will be able to demonstrate that they are numerate and accurate and have a good understanding of Excel spreadsheets. Good organisational and time management skills along with strong grades in maths and English GCSEs

### Desired Skills

- Strong communication skills
- Problem-solver
- Organised
- Accuracy
- Able to use IT and record information

### Desired Personal Qualities

A team player with a positive attitude who is trustworthy, methodical, and dependable. A self-motivated individual looking to increase their knowledge base and engage with all areas of the business.

### Qualification's

- GCSE at Grade 4 or above in Maths and English
- Desirable ICT qualification and/or knowledge of Microsoft, Outlook and Excel

***Entry onto the apprenticeship is subject to a initial assessment to establish course suitability. Ideally applicants should have at least 4 GCSEs including English and Maths at grades 9- 4.***

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### Reward

- **Salary** £4.75 per hour
- **Working week** 30 hours to be agreed with successful candidate
- **Holiday Entitlement** 28 days including Bank Holidays

### Additional Information

- You will be working in a small team.
- The role will involve long periods of working on a computer.
- In addition to undertaking duties required by the Office Administrator role, you will be asked to perform ad hoc duties as and when required.

To apply for this role, please register your interest by emailing your CV and accompanying letter to: [apprenticeships@suffolk.gov.uk](mailto:apprenticeships@suffolk.gov.uk)