



**AMS (Outsourcing) Services Ltd**  
**The Old Studio**  
**105c High Street**  
**Needham Market**  
**IP6 8DQ**

<https://amsoutsourcing.co.uk/>

**Job Title: Business Administrator Apprentice**    **Level 3** [Business Administrator / Institute for Apprenticeships and Technical Education](#)

### ***Company Overview***

At AMS (Outsourcing) Services we help businesses, professional bodies and trade associations to focus on activities that support their core strategy and strategic vision, by relieving them of all non-core and non-value adding operations – efficiently and cost-effectively.

Established in 1999, we provide dedicated off-site professional support. Working closely with our clients as an extension of their team, we offer a range of services, including company secretary, corporate event planning, corporate & personal development and back office services.

We understand that one size doesn't fit all, and provide bespoke solutions tailored to the specific needs of our clients, all the while delivering added value and savings through increased administrative efficiencies and reduced staffing overheads and technology costs.

### ***Role Overview***

As a small office providing virtual services, all staff are all skilled in multi-tasking, via IT packages and processes relevant to the company. There is a strong focus on social media, reporting through it, monitoring the responses and developing an audience. The role requires someone who can both be very task focussed in a quiet space but also able to support senior staff in a very busy corporate event environment.

### ***Job Description***

This is a fixed term position from the commencement of the apprenticeship until completion of the apprenticeship qualification which is expected to be in the region of 18 months in total, with a view to developing into an employment contract subject to good performance in the role.

The role is based on 35-hour week, which includes the required study time to complete the mandatory 20% Off the Job Training study time for the Business Administrator qualification.

The AMS (Outsourcing) office is open between the hours of 08:00 – 18:00 Monday-Thursday, the hours for the role are as follows:

- Monday:            Thursday 28 hours to be agreed to cover peak business hours
- Friday:             7 hours to complete mandatory apprenticeship off the job training

Flexitime, working from home, and working away are an essential part of this role, this can occasionally mean longer and/or extra days in peak season, however, it will not exceed 40 hours per week. All credit hours are reimbursed to staff to add to their paid holiday time.

## Key Duties

- To add regular news to all of the used social media outlets
- Communicates with the team and clients to generate and write stories
- Provides PowerPoint support and prepares all the course paperwork during the creation of training days
- Records registrations for all events allowing finance to invoice and events team to monitor the delegate numbers
- Contact with clients to obtain official paperwork to complete required processes
- Keep the contacts database(s) current and monitor departures/job changes
- Manages all suppliers to keep the premises functioning

## Desired Skills

- Able to update and review databases, record information and produce data analysis where required.
- Produces accurate records and documents.
- Makes recommendations for improvements and presents solutions to team.
- Exercises proactivity and good judgement.
- Demonstrates ability to influence and challenge appropriately.
- Demonstrates agility and confidence in communications, carrying authority appropriately.
- Completes tasks to a high standard.
- Strong communication skills and the ability to build excellent relationships with all customers and team members.
- Tenacity and positivity with a strong drive to succeed.

## 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

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

## Reward

- Salary £7.50 per hour
- Holiday Entitlement 28 days including Bank Holidays

## Benefits

- 1 day per week paid study leave
- Merit bonus opportunities
- Free parking and/or rail fare
- Free tea and coffee
- Mental and physical health support (referral to consultants)
- Company uniform for events
- Travel opportunities

**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)**