



Unit 9 and 10 Farthing Road
Ipswich
IP1 5AP
<https://www.colour-ms.co.uk/>

Job Title : **Business Administrator Apprentice**
Level 3 Business Administrator
<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0>

Company Overview

CMS produce colour sampling for world-renowned brands in the paint, wallpaper and fabric sectors. Our work requires a huge degree of accuracy and high attention to detail. Our customers expect the best of service.

UK manufacturing is key to the economy of the country and we are proud to be a UK manufacturer, delivering product around the UK, Europe and the rest of the world.

We are a small, privately owned business with a family feel. We have big growth plans and are at a very exciting time in our development

Role Overview

We are looking for an Apprentice to join our growing office team. The team is small and friendly and the role will offer lots of opportunities to get involved with a variety of different aspects of business – production, purchasing, social media, admin and, always, delivering first class customer service.

The role would suit someone positive and flexible, equally happy working with the sales team, production crew, customers and suppliers.

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 24 months in total.

The role is based on 40 hours a week, including 6 hours protected study time to complete the mandatory off the job training.

Key Duties

- Answering phone calls
- Mail merging documents to produce labels
- Keeping CRM file notes up to date
- Typing quotations
- Checking colour samples for quality
- Updating google sheets and spreadsheets
- Liaising with customer
- Liaising with production team and suppliers
- Supporting the sales and marketing team

Desired Skills

- Working knowledge of the Microsoft Office suite
- Able to produce emails and notes in a professional tone
- Attention to detail and ability to spot errors
- Interest in colour and interiors a bonus
- Interest in Social Media a bonus
- Passionate about customer service
- Strong communication skills and the ability to build excellent relationships with all customers, team members and management
- 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.

Qualifications

- Desirable 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 Minimum of £4.81 per hour National Apprenticeship Minimum wage
- Holiday 25 days leave plus usual bank holidays

Benefits

- Free parking
- Free tea and coffee
- Full time job at the end of Apprenticeship for the right candidate

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