



Solutions Centre
53-57 Knightsdale Road
Ipswich, Suffolk IP1 4JQ
<https://www.getech.co.uk/>

Job Title: Business Support Apprentice
Level 3 Business Administrator

[Business administrator / Institute for Apprenticeships and Technical Education](#)

Getech are the largest independent distributor of Google products in the UK. With the continued growth of our Google division, we are looking to recruit a business support apprentice to join this dynamic and exciting team. This role will aim to fully support our Google sales teams, ensuring that our customers receive an exceptional and seamless experience.

The Role

As our business support apprenticeship working within our google sales teams you will help our busy and proactive sales support administrators helping to ensure the smooth day-to-day function of team. You will be helping with the running of reports, system administration & being a contact point for our customers.

Customer service is at the forefront of everything we do; helping to provide excellent service, developing key relationships, and consistently helping the team to achieve its goals. Responsibilities include:

- Assisting with the management of orders
- Keeping up to date and informed on all new products, services
- Preparing and running reports for customers
- Providing support in the management of our customers
- Attending and contributing to meetings when needed
- Working closely with other departments within Getech to help resolve issues and queries
- General administration duties

To be successful in this role you will require the following skills and experience, as well as the desire to develop in other areas:

- A desire to learn and improve your administration skills
- Organisation and time management
- Positive attitude and work well with a team
- Knowledge of Word, Excel, and mail packages
- An interest in technology

Qualification's

- GCSE at Grade 4 or above in Maths and English

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.

Benefits and Perks

- Yearly profit-related pay bonus scheme (after successful probation)
- Opportunities to build relationships with reputable international brands
- Full training and on-going Learning and Development support
- Funded NVQs, apprenticeships and professional qualifications
- Full EAP services, with access to mental health counselling, a 24/7 virtual GP, physiotherapy services and our perks and rewards scheme
- Life Assurance
- Permanent Health Insurance
- Staff Purchases
- Community outreach days and charity activities

Salary and Working Hours

Salary of £5.28 per hour

Working Hours: Monday to Friday, 09:00 to 17:30 (including your 6 hours off the job training & unpaid hour for lunch)

20 days Annual Leave per year (plus bank holidays)

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