



CORROSION TECHNOLOGY SERVICES EUROPE LTD

"The Complete Solution Providers"

Corrosion technology services Europe limited
unit 11 and 12 Merlin park
Mildenhall industrial estate
Bury St Edmunds
Suffolk
IP28 7RD

Business Support Apprentice

CTS Europe is a company in Suffolk which was established in 1967. We work in a niche Industry which protects steel infrastructure which has been built from deteriorating. This means we are an Environmental company at the frontline as we stop very costly assets from degrading to the point of when they would need to be replaced. Protecting assets is far better than leaving them to waste away.

Role Overview

We're looking to recruit a business Support Apprentice who can assist the business and work in all office departments to gain experience. We are a small team who work very closely together, full training will be given, and you will also be mentored to help you reach your goals.

This is what an existing employee said of working here at CTS Europe

"I started with CTS in 2018 as an Administration Assistant, assisting with data processing and other general office duties. Within the next 4 years I received training and encouragement which resulted in progression to an integral management role.

Working within a niche market means there's never a dull day and our close-knit team always provide support and guidance."

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.

The role is based on 30 hours a week, with study time to complete the mandatory 6 hours off the job study time within those hours to complete the [Business administrator / Institute for Apprenticeships and Technical Education](#)

Key Duties

- Answering the phone and redirecting calls
- Filing of sensitive information
- Working with the Quotation department, supporting their efforts
- Photocopying of documents and certificates for all departments
- Using the shared drive to send information to workers
- Post administration

Registered Office: 11 & 12 Merlin Park, Mildenhall,
Suffolk, IP28 7RD, UK
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Fax: +44 (0) 1638 711953
Email: enquirieseu@ctsonline.com
Website: www.ctsonline.com
Registered in England No. 922735
VAT Registration No. 216 1530 04



ISO
9001 : 2015
REGISTERED
Cert No. 14125706



ISO
45001 : 2018
REGISTERED
Cert No. 159482020



ISO
14001 : 2015
REGISTERED
Cert No. 14125707

Other Group Offices: UAE - Sharjah

UAE - Abu Dhabi

KSA - Dammam

Bahrain - Manama

India - Mumbai



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- Assisting with stock control
- Creating Pick Lists and Work orders for Production
- Ordering components
- Obtaining quotes from suppliers and looking for new suppliers.
- Assist the HS, ENV, and QA Managers with internal audits

Desired Skills

- No formal qualifications are required however a good standard of spoken and written English is needed
- Basic knowledge of Windows-based software applications including Word, Excel and Outlook
- 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.
- Good written, interpersonal and oral communication skills.
- Good organisational skills and the ability to work in a pressurised environment, subject to changing workloads and conflicting priorities.
- Ability to multi-task, use initiative and organise the workload to meet deadlines and to work as part of a team.
- Experience of working in an environment requiring attention to detail and accuracy.
- 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.
- Show an awareness of others' roles, responsibilities, and requirements in carrying out your role, demonstrating loyalty and commitment to the company and team members.
- Able to work on own initiative or with others on tasks with minimum supervision.
- An understanding of the sensitive nature of the information we hold and the need to keep this confidential.

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 a 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 £5.28 per hour National Apprenticeship Minimum wage
- Holiday 28-day holiday per year including Bank and Public Holidays

Benefits

Mentoring
Career Path to promotion
Free parking