



Reception/Administration Apprentice

Full-time (35 hours per week) – fixed term for 1 year.

Working hours - Monday-Friday, 8:30am - 4:30pm with 1 hour for lunch. Occasional evening/weekend work may be required.

Salary: £6,630 per annum/ £127.50 per week.

Based: Future Business Centre, Kings Hedges Road, Cambridge, CB4 2HY

Allia is looking for a Business Administration Apprentice to join a small, friendly reception team at the new and innovative Future Business Centre in Cambridge. The centre delivers workspace and enterprise support to businesses, and runs a busy conferencing and events programme. The role, which includes reception and general administration duties, will be varied and challenging, with lots of room to develop. It will suit a reliable, professional applicant, with excellent communication skills, and an interest in conferencing/events/reception or administration.

Allia is an expanding organisation with a focus on internal career progression, and there is the possibility of permanent employment afterwards, either in this role or a similar role elsewhere in the organisation.

Key Tasks & Responsibilities

- To greet and direct visitors.
- To deal with queries in person and over the phone from tenants, guests, visitors and others.
- To assist with delivering reception and office services during core opening hours.
- To assist with booking and organising conferences and meetings.
- To monitor property issues.
- To provide admin support to the reception and Centre Management teams.
- To take part in appropriate training and staff development.
- To perform other duties appropriate to the job as required.

Skills Required

- Knowledge of Microsoft Office & willingness to learn new computer programmes.
- Basic administration skills.
- Good telephone manner.
- Excellent written and spoken English.
- Excellent communication and team working skills.
- A professional, reliable outlook.
- A calm, courteous manner.
- Flexibility, and a can-do attitude.
- An ability to thrive in a busy, fast-paced environment.

Please submit applications by CV with a covering letter to: recruitment@allia.org.uk

Closing date: 31st March 2017