



Hull Business Training Centre
Improving Futures

BUSINESS AND ADMINISTRATION

WHAT IS IT?

This Apprenticeship is about playing an important support role within a business or organisation.

Administrators handle the day-to-day tasks in an office and make sure things run smoothly – 97% of employers say that effective administration is essential to their business, so they do a crucial job.

The term 'administration' covers roles that involve organising people and resources, including, executive assistants, secretaries, administration assistants, data entry clerks and office juniors. Without them, information would be hard to find, meetings would be missed and businesses would be less productive.

As a business and administration apprentice, your exact duties will depend on your employer. It's likely that you'll be working with a team or member of staff to handle various tasks. You may be typing up board meeting documents, putting financial information together in spreadsheets, sending the daily post, or faxing and photocopying confidential documents. This sort of work requires a strong sense of responsibility, accuracy and attention to detail.

One of the great things about business and administration is that you can work almost anywhere. With your transferable skills, you could be working in a record company or a charity. Administration roles are also an excellent starting point to move into management once you have more experience.

EXAMPLE JOB ROLES

Intermediate Level Apprenticeship

- Administrator / Business Support Officer
- Office Junior
- Receptionist
- Junior Legal Secretary
- Junior Medical Secretary
- Medical Receptionist

Advanced Level Apprenticeship

- Administration Officer / Executive
- Administration Team Leader / Office Supervisor
- Personal Assistant
- Secretary
- Legal Secretary
- Medical Secretary



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