

## Recruit an apprentice

**BETA** This is a new service - your [feedback](#) helps improve it.

[Sign out](#)

[Home](#)

---

## Vacancy preview

Submitted for review on 26 Nov 2020

[Close this vacancy](#)

[Change vacancy dates](#)

[Share applications](#)

[Respond to candidates](#)

[Increase wage](#)

# Apprentice Business Administrator - Proactiv Marketing Ltd, Barnsley- S73 0HF, ref- SB2110

PROACTIV MARKETING LTD

### Brief overview of the role

We are looking for someone who likes dealing with people (face to face & over the telephone), can work in a team & has a very positive attitude. You must be honest, outgoing, enthusiastic, reliable and ultimately, very keen to learn.

[Applications for apprenticeship](#)

### Closing date

19 Mar 2021

## Apprenticeship summary

### Working week

Monday - Friday, 09:00 - 17:00.

Total hours per week: 35.00

### Weekly wage

£180.25

**Expected duration**

13 months

**Possible start date**

22 Mar 2021

**Apprenticeship level**

Advanced Level Apprenticeship

**Reference number**

VAC001668954

**Positions**

1 available

**Vacancy description**

In this role you would be liaising with the sales team, the customer, the design department, the print department and the accounts department; making sure everything runs smoothly. In the role you will be learning how to market our products initially with a view to progressing into further roles.

Duties will include:

- Speaking to prospects over the phone/face to face
- Dealing with mailed marketing products
- Managing diary systems
- Booking appointments with prospects
- Market research
- Learning sales and marketing techniques
- Online/digital marketing
- Liaising with colleagues in various departments from the graphic designers to the field sales team
- Responding to and composing emails
- Making and receiving phone calls and using a voicemail system
- Liaising with the print department
- Updating databases and inputting data
- Proofing graphic designs
- Office organisation and maintenance
- Online marketing/social media engagement
- Maintaining a filing system – online and in office
- Using Microsoft Office packages e.g. Word and Excel
- Sending invoices
- Marketing products over the phone

## Requirements and prospects

### Desired skills

- Ideally you will have previous experience in a similar environment or the confidence to be part of a busy team
- You should have confident communication skills as will be dealing with a variety of people

### Personal qualities

- We are looking for someone who likes dealing with people (face to face & over the telephone), can work in a team & has a very positive attitude
- You must be honest, outgoing, enthusiastic, reliable and ultimately, very keen to learn and a can-do attitude

### Desired qualifications

GCSEs at grades C/4 or above (or equivalent) in maths and English.

### Future prospects

- In return we will give you, ongoing daily training, help you build your confidence, teach you a strong work ethic and help you develop a positive mental attitude
- All this will provide you with a solid foundation on which you can build a career that is both rewarding and personally fulfilling

## Questions for candidates

### First question

Why have you applied for this opportunity?

### Second question

How are you going to travel to the setting?

## About the employer

### Employer

PROACTIV MARKETING LTD

<http://www.ProactivMarketing.co.uk>

### Disability Confident

Employer is not registered as Disability Confident

## Description

The Proactiv Team are passionate about ensuring our clients receive the very best service and expert marketing advice. We specialise in plastic cards and key fobs, website development and loyalty / gift software for SME's.

## Address

32  
Park Street  
Barnsley  
S73 0HF



## Training

### Training provider

EDEN TRAINING SOLUTIONS LIMITED

### Contact

Sally Baldwin  
07764966256  
sallybaldwin@eden-ts.com

### Training to be provided

Level 3 Business Administrator apprenticeship standard, which includes:

- Level 2 Functional Skills in maths and English (if required)
- End-Point Assessment (EPA)
- Employee Rights and Responsibilities (ERR)
- Personal Learning and Thinking Skills (PLTS)

## **Apprenticeship standard**

Business Administrator

[Return to recruitment home](#)

---

[Contact](#) [Privacy](#) [Cookies](#) [Terms and conditions](#) Built by the [Education and Skills Funding Agency](#)

All content is available under the [Open Government Licence v3.0](#), except where otherwise stated

© Crown copyright

**Contact the Education and Skills Funding Agency helpdesk**

Telephone (free): 0800 015 0400