


Job Description Template			
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Creation Date:	16/04/2025	Next Review Date:	16/04/2027

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Apprentice Operations Administrator

Department/location:	Charley Wood Road, Kirkby, L33 7SG
Hours of work:	8.30am – 5pm
Reports to:	Operations Assistant
Holiday:	25 days PA plus 8 BH's
Other benefits:	Annual Bonus and Pension Schemes

General:

To assist the day to day administrative and process management of the operational aspects of the Company.

Main Duties:


- Responsible for taking incoming calls from customers and suppliers
- Issue of purchase order numbers to various main suppliers
- Dealing with purchase order and invoice queries in a timely manner
- Responsible for ensuring all financial information is kept up to date utilising the internal computer system and excel spreadsheets
- Filing of invoices/paperwork plus general office administration duties
- Balancing and filing of Statements
- Preparation of sales packs ready for invoicing
- Invoicing
- Dealing with sales invoice queries in a timely manner
- Preparation of copy paperwork for customers upon request
- Liaising with Operations & Sales to ensure efficient generation of sales quotations using the company's internal computer system
- Any other project work as required from time to time

General H&S Responsibilities:

- Comply with Health & Safety requirements: as per training, policies, procedures, risk assessments, method statements, safe systems of work etc.
- Actively seek to improve safety culture.
- Report any H&S issues/accidents/near misses to your line manager immediately.

Other General Responsibilities:

- Attend training as required to maintain personal qualification/competence.
- Comply with the Company Equal Opportunities Policy and promote equality.
- Any other duties as required by line management, commensurate with the post holder's level of training and competence.

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Person Specification

Qualifications/Training	E / D*	How assessed***
GCSE (Grade B) or equivalent English and Maths	D	AF/CV
Experience		
Any previous experience within an office/accounting environment	D	AF/CV
Specific Post Knowledge/Skills		
Ability to communicate clearly and concisely both in writing and orally	E	AF/CV/I
Proficient in Microsoft Office software package	E	AF/CV
Previous knowledge of quality, environmental or health and safety management systems	D	AF/CV
Ability to communicate clearly and concisely both in writing and orally including presentation skills	E	AF/CV
Personal Characteristics		
Conscientious to get work done without the need for direct supervision	E	I
Keen to develop own knowledge in support of operations	E	I
Adaptable to learn new skills	E	I

*Essential or Desirable

**Essential but may be achieved post-employment

***Application Form or CV; Interview; Presentation; Practical Assessment