

Vacancy:

BUSINESS ADMIN APPRENTICE (LEVEL 3)

Location:

Project Wide



What is HS2?

HS2 will form the backbone of the UK's transport network, connecting eight out of ten of Britain's largest cities. HS2 trains will serve over 25 stations connecting around 30 million people. HS2 will significantly improve connectivity in the North and Midlands, and will also integrate with the existing network serving stations into Scotland.

Role Purpose:

Join our team as a Business Administration Apprentice, where you will provide dedicated administrative support, engaging with different parts of the organising and managing relationships with both internal and external stakeholders.



Accountabilities

There will be a wide range of duties including:

- Support and engage with different parts of the organisation and interact with internal or external customers.
- Produces and maintain accurate records and documents for business use.
- Proactively dealing with any enquiries
- Carrying out general admin support duties including dealing with incoming/outgoing mail as required.

Experience

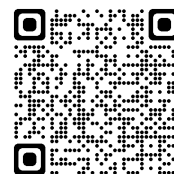
The following experience is required:

- Skilled in the use of multiple IT packages including Microsoft 365.
- Keen attention to detail and methodical work approach.
- Good communication skills, both face-to-face and through digital platforms.

Apprenticeship Overview

- Apprenticeship Standard: Business Administration Level 3
- Apprenticeship Length: 18 months.
- Entry Requirements: GCSE or equivalent at grades 4/C in Maths and English.

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Balfour Beatty



Working in
partnership with

HS2