

Business Administration



#Industrywork #Support

#Debtfree

RUNSHAW COLLEGE

Apprenticeship **Business Administration**

Business Administration (L2) (L3)

A business administration apprenticeship will give you the knowledge, experience and essential skills required to enable the smooth day-to-day running of a business or organisation. You will learn and be responsible for a variety of administrative tasks, such as record and document production, emails and faxes and answering phone calls. You will engage with different parts of your chosen organisation along with internal and external customers which will help you develop a wide range of valuable skills such as IT proficiency, communication, initiative and problem solving. Additionally, this apprenticeship will provide you with a wealth of experience and a range of transferable skills which may present you with the opportunity to work almost anywhere and in a variety of sectors. With the knowledge, skills and behaviours you will learn during this apprenticeship, it is an excellent and logical starting point for those seeking to move into management and offers good career and study progression.

General responsibilities of the role?

Record & Document Production

Document/ Data Storage

Email Communication

Telephone Duties

Dealing with Customers

Proposal/ Draft Writing

Financial Processes

For more information about our courses, visit runshaw.ac.uk
call **01772 643000** or email apprenticeships@runshaw.ac.uk