

# Business Administrator

Level: 3

Duration: 21 months

**Business Administrators possess multiple skills and behaviours applicable across all sectors and organisation sizes. Their role involves working independently or in teams to develop, maintain, and improve administrative services.**



## Apprenticeship overview

### Core skills, knowledge and behaviours you will learn

- IT skills - including use of packages such as MS Office
- To produce accurate records and documents such as emails, letters, payments and proposals
- Decision making skills - how to make effective decisions based on sound reasoning
- Understanding the applicability of business principles such as managing change, business finances and project management
- Communication skills including written, verbal and digital

### Where you might work

- Small to large size businesses
- Public, private and charity sector

### Typical job roles

- Business Administrator
- Office Administrator
- Executive Assistant
- Business Support Officer

### Good to know

Work is likely to be office-based

Strong interpersonal skills are crucial

An ability to motivate others is advantageous



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