

Business Administrator Apprenticeship



Level 3



21 months

Collaborating with various areas of the organisation and engaging with both internal and external customers.



Apprenticeship overview

Business administrators possess versatile 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. They support various parts of the organisation, engage with internal and external customers, and contribute to overall efficiency by resolving issues and adding value. Business administrators demonstrate integrity, strong communication, and a proactive attitude. They manage their time and priorities effectively, show initiative, and use problem-solving and decision-making skills. The role also supports progression into management, with opportunities to mentor or coach others as part of their development.



Typical job roles

Business Administrator

Why choose an apprenticeship for your business?

The benefits, in brief:

- Retrain and upskill your current team
- Fill skill gaps and expand your workforce
- Diversify your team and bring in fresh ideas

Why choose us?

- We are one of the biggest apprenticeship providers in the region
- We are funding experts and can help you get the maximum benefit of government funding available to you
- We will support you as an employer and your apprentice throughout the apprenticeship journey



Interested?

**We welcome your enquiries.
Contact us below:**



Email: apprenticeships@leedscitycollege.ac.uk

Visit: leedscitycollege.ac.uk/employ-an-apprentice

**HARROGATE
COLLEGE**

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