

“M.V. Kelly are a successful multi-million pound family company, which continues to grow. It is a friendly, fast-paced and busy environment and we look for hardworking, dedicated and flexible staff to grow and evolve with the business.”

Apprentice Office Administrator

Contract Type: Apprenticeship

Location: Birmingham

To Start: ASAP

Salary & Benefits: Generous and competitive

We are looking for a bright, highly motivated and ambitious individual to join our fast paced and growing plant team. Your role will be assisting the team to help them fulfill their duties whilst studying for a qualification in Business Administration.

M.V. Kelly specialise in Infrastructure and Groundworks, covering most of the UK. We are rapidly becoming the company of choice for clients and continue to expand after many years of overwhelming success. Our success no doubt is owed to our strong core values maintained from the companies origin in 1995, in addition to a consistency in a dedicated and elite workforce. We are an innovative, dynamic and passionate business, who understands that the key to a successful business is successful people; therefore we recruit the best, and offer and encourage development and training along with high rewards.

Key Responsibilities and Accountabilities

- Answering and logging calls received from site
- Feedback to site on timings / equipment where necessary
- Filing/printing
- Administration

Whilst training to undertake:

- Vehicle tracking
- Plant recalibrations
- Buying/leasing vehicles/plant and associated items
- Management of fuel
- Plant and vehicle warranties/MOT/tax/servicing/certificates
- Mobile fitters and breakdowns

Requirements:

- No previous relevant experience necessary (we will provide training)
- However relevant experience and a background working for a builders merchants/groundworkers/ house builders/ civil engineers may be advantageous
- At least 5 GCSE's grade A-C and at least 3 B's at A Level (or equivalent)

- Excellent computer skills, including Word and Excel
- Effective oral and written communication skills
- Excellent interpersonal skills
- Demonstrate an extremely high level of confidentiality
- Excellent organisational skills
- Must be able to identify and resolve problems in a timely manner
- Must be able to gather and analyse information skillfully
- Confident, ambitious and motivated personality

The standard of work, salary and benefits offered at M.V. Kelly surpass those of many and promise to develop your potential to its full capacity.

Application Process:

Please visit our website to apply www.mvkelly.co.uk or send your CV and cover letter to recruitment@mvkelly.co.uk

Data Protection Disclaimer

By applying for this position you are giving consent to store and process your personal details as the company sees fit for the purpose of recruitment, in accordance with current Data Protection Legislation