

APPRENTICESHIP VACANCY

- Job Title:** **Administration Apprentice**
- Company:** Hungerford Surgery, 2a The Croft, Hungerford, RG17 0HY
- Ref No:** VAC001556949
- Role details:** **Opportunity for an enthusiastic individual with good communication skills to gain experience in a busy doctor's surgery.**
- Successful candidates will have a flexible approach to daily duties and be able to work well under pressure, supporting the front-line reception team, in addition to fulfilling administration tasks within the Practice Team.**
- Apprenticeship:** Business Administrator Apprenticeship Level 2
- Requirements:** GCSEs at grade 3/D or above, including English and Maths *(or equivalent qualifications)*
- Good communication, written and verbal skills
 - IT literate
 - Positive and flexible attitude
 - Approachable and willing to learn
- Working hours:** 37.5 hours per week
Monday - Friday, 9am - 5pm (30 mins lunch)
- Rate of pay:** £225 per week

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To apply:

Hand your CV and covering letter to the Reception Team or visit

www.gov.uk/apply-apprenticeship

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