

**Admin Support Apprentice**

**West Suffolk Council (37hrs, 18m contract)**

**Starting Salary: Apprenticeship Salary**

We have a new exciting opportunity, not to be missed! At Anglia Revenues Partnership we are currently looking for an Admin Apprentice to come and support our team at our office in Thetford. This is a great career opportunity to develop your skills and knowledge whilst supporting the local community.

The aim of Anglia Revenues Partnership is to run an efficient Council Tax collection and Housing Benefits service while reducing administration costs to each council. By coming together, each council can save money by pooling resources and staff.

**More about the Apprentice role**

The role providing general office administration support to the Revenues and Benefits Departments, responding to emails, ordering stationary, scan/index all post via Civica, photocopying, enveloping out going documentation, producing reports, filing etc. You may also be required to complete varied tasks to support the Service Manager/Team Leaders, as and when required.

**What we’re looking for in our Apprentice**

We are ideally seeking a team player, who can demonstrate first class service skills, confidence in written and verbal communication, use initiative and bring an enthusiastic approach to the role. You should be IT proficient, able to start by 8am if required, excellent time management skills and able to work to tight schedules. Previous office experience would be desirable, although full training will be provided.

**In return as our Apprentice, we can offer you…**

NVQ Level 2 in Business Administration, or similar , ongoing professional career development opportunities, free parking, reward schemes including money off, cash back and other offers on high street stores, mobile phones, half price cinema tickets and Local Government Pension Scheme.

If you believe you have the right skills and are looking for your next career opportunity as our new Admin Apprentice then please download an application form through our website and return to **recruitment@angliarevenues.gov.uk** today – don’t miss out, we’d love to hear from you!

**Closing date for applications: 6th October 2017**

[***www.angliarevenues.gov.uk***](http://www.anglairevenues.gov.uk)