

Join Us as an Admin Support Apprentice

Breckland Council

2 Year Contract

Apprentice 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.

Requirements of the roles:

- Great communication skills – written and verbal
- Team player and can work on own initiative
- Excellent customer service skills
- Ability to update computer systems accurately
- Being in a dynamic and fast moving office environment
- Excellent time management
- Ability to work under pressure, meeting tight deadlines
- Liaison with other departments and other Government Agencies
- Available to work at our Thetford office
- And above all enthusiasm!



Rewards!

What we offer in return:

- Level 3 Qualification in Business Administration
- Career development opportunities
- Full training
- Flexible working
- Free car parking
- Local Government Pension Scheme
- Rewards Package

Interested?

Contact us at recruitment@angliarevenues.gov.uk today – don't miss out, we'd love to hear from you!

Or call 01842 756418 and ask for Julie Dean to find out more about this opportunity

Closing date for applications: 21st June 2019

www.angliarevenues.gov.uk