



Traineeship Job Description

Business

This is a fantastic opportunity for anyone who is looking to develop a career within Business administration. The successful candidate will be part of a successful team and will get involved and assist with a wide range of Business administrative tasks which include:

Main Responsibilities

- Answering all telephone calls in a professional manner and directing where required.
- Filing documents in line with expectations.
- Writing letters and sending emails.
- Working with Ms office packages word and excel with related tasks.
- Photocopying.
- Talking to customers.

Will suit candidates who are enthusiastic, well presented, have an excellent telephone manner and are interested in business administration.