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| Position title | Business Administration Apprentice |
| Date | 23.02.2024 |
| Line Manager title | Lisa Adams |
| Grade | 14 |

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| Purpose |

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| To work closely with the Senior Energy Administrator, to ensure that all training records are stored in the correct areas of Sharepoint and within individuals files. To ensure that the Live Documentssite of Sharepoint is up to date. To assist the Administration Manager as required. |

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| Key responsibilities |

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| * Ensure that orders are placed correctly on the Coupa & Eurox purchase ordering system as required for stationery, lunches, PPE uniform and any travel that is required etc
* To keep the CERC Live Document Sharepoint site up to date, sending out any documents that have been reviewed and updated to all Energy Staff.
* To ensure that all training records are kept up to date and filed in the appropriate folders and to inform the relevant Line Managers when training is needed or due to expire.
* Take on the Sustainability Champion role for the Energy site, to encourage and manage the involvement staff.
* Be responsible for the Administration 5S Audit areas.
* Respond to emails in a timely and professional manner.
* Carry out filing, scanning and general organisational tasks for the team.
* To assist the Office Administrator and Senior Managers with site initiatives when required.
* Interact with all other areas of the business when required.
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| Key responsibilities [cont’d] |

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| Skills |

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| * The applicant will require previous administration experience and must be computer literate; able to use databases and Microsoft Office to at least an intermediate level – knowledge of Word, Excel and Sharepoint is required as a minimum.
* GCSE Maths and English Language at Grade C or above.
* Excellent communication skills, both verbal and written and exceptional listening skills
* Some experience of problem solving and dealing with all levels of staff
* Work well as part of a team but can also work on their own initiative
* Ability to manipulate data in a spreadsheet is essential.
* A proactive learning approach to adopting role changes.
* Strives towards a right first time, everytime by having a keen focus on accuracy and attention to detail.
* Has a passionate strong sense of commitment to the team and be able to work collaboratively.
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| Behaviours |

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| In line with SUEZ R&R UK’s Health and Safety Policy the job holder is expected to;• Take reasonable care of his/her own health, safety and welfare and that of other people who may be affected by his/her actions or omissions.• To cooperate with SUEZ R&R UK and with other employees in order to comply with health and safety law and SUEZ R&R UK’s Health and safety Policies and Procedures• Not to misuse or interfere with, intentionally or recklessly, anything provided in the interests of safety.• To ensure that within his/her areas of responsibility, SUEZ R&R UK complies fully with its legal duties in respect of the health, safety and welfare of its employees and of other people who may be affected by his/her actions or omissions.• To ensure that the responsibilities commensurate with his/her role as laid out in the Health and safety policies and Procedures are fully met.In line with SUEZ R&R UK’s Values and Ethics Charter the job holder is expected to;• Act in an honest, responsible and respectful manner to others.• Be responsible for their own professional conduct.• Comply everywhere and in all circumstances with the laws and regulations connected with their activities.• Comply with our obligations to our partners such as shareholders, associates, clients, suppliers and the community.- Any other duties that are reasonably requested within the scope of the job role. |

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| Knowledge |

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| * Microsoft Office – Word – Excel and Sharepoint is must
* Will obtail knowledge of the Waste Industry
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| Specific candidate requirements |

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| Qualifications |

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| * GCSE passing grade in Englash and Maths
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**Please note:** The content of this job description reflects the main duties and responsibilities of the job and is not intended to form part of the contract of employment. SUEZ may revise the content of the role and responsibilities at its discretion.