

# LOOKING FOR YOUR NEXT CAREER MOVE?

## Apprentice-Office Administration Assistant (Advanced Level 3)

Responsible to:  
Office and Administration Manager

### The Role

[Start your career now!](#)

Are you enthusiastic, have a professional attitude and commitment to learning new skills? Come, grow and learn with us!

We are looking for an apprentice to join our supporting services at IMC Worldwide. You will provide administrative support to Directors, colleagues and external clients across the business.

This is a great opportunity to learn and develop your admin skills in a world class international development consultancy. You will learn about international development and the difference that it makes around the world, whilst also developing your skills and career in a supportive and friendly environment.

[Click here](#) to subscribe to IMC's newsletter and receive our latest updates in your inbox

## Main responsibilities

- Preparation and formatting of proposals, capability statements, reports, CVs and other Word, Excel and PowerPoint documents
- Arranging travel, visa, and accommodation bookings for staff and Consultants
- Answering the telephone, forwarding calls, and relaying messages as appropriate
- Filing, photocopying and scanning of documents
- Data entry and maintenance
- Mail sorting and distribution
- Mail despatch by post and couriers
- Arranging meeting room bookings
- Welcoming and provide general support to all visitors to IMC
- Providing teas and coffees for visitors and internal meetings
- Runner for out of office activities such as collecting lunch orders for internal meetings
- Helping with setting out lunch orders for internal meetings
- Helping with the replenishment of food and drink in the kitchen
- Assisting with maintaining office supply inventories
- Assisting with recording meeting minutes
- Assisting with day to day office administration and clerical support
- Working confidentially when appropriate and to work within the data protection guidelines
- Assisting with general office tidiness
- Undertaking any other admin tasks/duties within IMC as may reasonably be required

**Salary**–£16,000 per annum

**Hours**–37.5 hours per week  
Monday to Friday 9.00am to 5.30pm, with 1 hour for lunch

**Annual leave**–25 days annual leave plus public holidays. The holiday year is 1January–31December

**Benefits**–Buying and selling of annual leave scheme, health cash plan scheme, Company pension scheme, cycle to work scheme, life assurance, limited free parking. IMC also provide free refreshments and fruit

**Other**-The successful candidate will enjoy all the benefits of working in a vibrant environment that includes a sports and social committee, with regular social and sporting events. We also regularly enjoy food “treats” from all over the world that our colleagues bring back from their travels

**Location** – The role is based in the IMC offices in Redhill. We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability

## Team Environment

You will join our small and friendly Admin team providing administrative support across the business. The Admin team currently consists of the Office and Administration Manager and two part-time Administrators.

The working environment at IMC is professional but very welcoming, friendly and supportive.

As well as helping us grow the business, we will help you grow in experience, skills and knowledge.

You will be based at IMC office's in Redhill.

Due to the nature of this work, you will need to work in a confidential, professional manner at all times.

**The closing date for applications is Sunday 24 September**

**PERSON SPECIFICATION:****Apprentice – Office Administration Assistant (Advanced Level 3)**

	Essential	Desirable
<b>Qualifications, understanding &amp; training:</b>		
Educated to minimum A level or equivalent standard	X	
Knowledge of MS office and other IT systems	X	
<b>Experience:</b>		
Work experience	X	
Work experience within an office setting		X
<b>Abilities &amp; skills</b>		
Excellent organisational and time management, with the capability to prioritise tasks and adapt when necessary to meet deadlines	X	
Excellent written and oral communications skills, with a professional telephone manner	X	
Strong IT skills, in particular Microsoft Office	X	
Ability to liaise well with others at all levels	X	
Ability to work as part of a team, and autonomously on own initiative	X	
Good attention to detail and ability to carry out administrative tasks	X	
Ability to work confidentially and work within data protection guidelines	X	
Demonstrate a conscientious, 'can-do' attitude	X	
Flexible and adaptable with an ability to adapt appropriately within various situations	X	
Co-operative, supportive and enthusiastic team player	X	
<b>Personal:</b>		
Confident and self-motivated with a pro-active attitude	X	
Flexible attitude to meet the needs of the role	X	
Interest in international development		X
Commitment to IMC's objectives, ethics, values and Equalities and Diversity Policy	X	
Enthusiastic and professional attitude and commitment to learning new skills	X	

## IMC Competency Framework: Apprentice – Office Administration Assistant (Advanced Level 3)

Competency	D	I	A	S
IMC values and ethics	X			
Business insight	X			
Bid and project management	X			
Technical/area specialisation	X			
Relationship management and working with others	X			
Leadership and resilience	X			
Impact and influence	X			
Decision making/ planning and organising	X			
Results orientation and continuous Improvement	X			
Financial and commercial awareness	X			

**Key:**

*D – Developing*

*I – Independence*

*A – Accomplished- Senior  
Management Level*