



Business Support Apprentice

JOB DESCRIPTION

Contract: Permanent
Start Date: Immediate
Office: Chipping Sodbury, Bristol

Darren Evans Assessments are experts in sustainability and energy efficiency. We work for a multitude of different clients from large commercial developers through to independent investors with a small private rental portfolio, architects, house builders and public sector organisations. Our services range from SAP and SBEM Calculations, PSI Value Calculations, Air and Sound Testing, to BREEAM Assessments, Thermal Modelling and Tender Support.

Due to expansion, we have a vacancy for a Business Support Apprentice to join our friendly team based in Chipping Sodbury.

<p>The Role:</p> <p>The chosen candidate will be required to:</p> <ul style="list-style-type: none"> • Answer all telephone calls • Direct enquiries to correct person • Take messages and set up action tasks • Set up new customers on database • Price for new projects • Send out quotations • Chase up quotations • Holiday cover • Produce reports • Other ad-hoc duties as and when required 	<p>Essential:</p> <p>The candidate must have the following:</p> <ul style="list-style-type: none"> • GCSE (or equivalent in English and Maths (Grade A-C)) • Clear and confident communications skills, verbal and written • Excellent telephone manner • Confident, punctual, reliable and most importantly – be willing to learn • Excellent IT skills, including working knowledge of spreadsheets and Microsoft Office • Ability to undertake additional relevant learning alongside current duties to ensure broad knowledge • Accuracy and attention to detail
<p>Desired Skills:</p> <ul style="list-style-type: none"> • Enthusiastic • Organised • Hard worker • Ability to multi-task • Able to work as part of a team and under own initiative • Self-motivated and proactive 	<p>Benefits:</p> <p>As well as joining a fast growing consultancy with excellent career development opportunities the chosen candidate will benefit from:</p> <ul style="list-style-type: none"> • Gaining a recognised qualification Level 2 Diploma in Business Administration • Company pension • High Street office location • Free parking • Career Progression

How to apply:

Please send your CV and covering letter explaining why you feel you are suitable for this role to: michelle@darren-evans.co.uk. If you have any questions of would like to discuss the role in more details please give us a call, we would be more than happy to hear from you.

Darren Evans is an equal opportunities employer and positively encourages applications from all suitably qualified and eligible candidates regardless of sex, marital status, race, nationality, disability, age, sexual orientation, gender reassignment, religion or belief.