

Group Business Administrator (Apprenticeship)

Logika Group

Location: London

Role Location

The role is full-time and based in London with some occasional travel required to our other offices in Bristol and Warrington.

The Company

The Logika Group consists of Air Quality Consultants Ltd, Noise Consultants Ltd and Logika Consultants Ltd. We comprise more than 85 environmental experts based in the UK and continental Europe, with the three companies managed by a single senior leadership team. We see flexibility and collaboration as essential to our continued success and we manage the Group as a single entity.

The Role

To support our continued growth, we are seeking to recruit a Group Business Administrator to support the Business Operations Manager and existing administration team. This is an 18-month fixed term contract with the opportunity to become permanent following successful completion of the apprenticeship. With us, you will be involved at the heart of the team and will play a key role in helping to deliver the work that we do. You will work in a friendly, supportive environment and will be given one to one support, mentoring, learning and development via experienced colleagues. In addition, to support your fully funded apprenticeship, you will have the opportunity to spend up to 6 hours per week studying working towards your apprenticeship. External training will be provided where required.

Responsibilities will include (but not be limited to)

- Provide support within the central admin team for tasks across the Logika Group.
- Project administration including setting up projects on internal systems, raising invoices, processing expenses, chasing up outstanding payments and arranging supplier invoices for payment.
- Ensure all emails are processed in a timely manner in collaboration with the team.
- Meeting and greeting office visitors.
- Provide telephone support and deal with client enquiries.
- Help organise company events.
- Office management duties such as ordering offices supplies, post, organising couriers etc.
- Undertake any other duties as directed by your manager.

Skills and experience we are looking for

- Good team worker with ability to manage own time affectively.
- Good IT skills with knowledge of Microsoft Word, Excel, PowerPoint and Office365.
- Ability to work to deadlines, prioritise appropriately and maintain a positive working attitude.
- Well organised, able to multi-task.
- Excellent attention to detail.

Apprenticeship eligibility requirements:

- To not already hold an administration qualification at level 3 or above.
- 5 GCSEs grades A*-C/9-4 or equivalent (including English and Maths) or meet the course suitability and initial assessment requirements in English and Maths.
- To have the right to work in the UK and meet apprenticeship funding eligibility criteria.

What we offer

You would be part of one of the most highly respected environmental consultancy teams in the UK.

We are a growing Group of companies that wants to do things differently, with an exciting future that will help you shape and realise your ambitions. You will have a great opportunity to work with a talented and dedicated team and be able to develop your career as the company grows.

We ensure we can support our employees through offering wellbeing programmes and policies that support individuals. These include flexible working, trained mental health first aiders and readily available support through our Employee Assistance programme.

Furthermore, along with a competitive salary, we offer a benefits package which includes an enhanced pension scheme, death in service life cover, discretionary bonus scheme, the option to buy additional annual leave, and much more.

Our Equal Opportunities Policy is to ensure that no applicant receives less favourable treatment on the grounds of age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

How to apply

Please apply using the application form on our website – www.aqconsultants.co.uk/careers.

If you have any questions regarding the role and/or Group, then send them through to careers@aqconsultants.co.uk

Further information is available on our websites:

www.aqconsultants.co.uk | www.noiseconsultants.co.uk | www.logikaconsultants.co.uk