



## Business Administration Apprentice Vacancy Details

**Job title:** Business Administration Apprentice

**Employer name:** Frogheath Landscapes

**Address:**  
Willingford Lane  
Burwash Weald  
East Sussex  
TN19 7HR

**Contact:** Peter Sulway E: [enquiries@frogheath.co.uk](mailto:enquiries@frogheath.co.uk) T: 01435 883516

**Vacancy details:** The purpose of the role is to provide a first point of contact to both our customers and the Frogheath workforce. Provision of admin support to the office utilising a range of manual and computerised systems to enable the smooth workflow of the business.

### Main Duties:

- Answering phone calls, message taking and responding to emails from clients, suppliers and staff.
- Managing the administrative element of our planting business partnership. Arranging site visits for staff, sending estimates to customers, booking the work and finally creating/sending invoices.
- Carrying out the purchasing of goods and services, including bulk purchase of yard materials, staff work wear and office supplies. Including liaison between ourselves and suppliers, costing purchases, maintaining inventories and monitoring price changes.
- Regular updating and use of computerised systems
- Diary management for the Managing Director.
- Regular office administrative duties, filing and photocopying

### The ideal candidate will need:

- Strong, clear communication skills. Both written and verbal.
- Good organisational abilities
- Good Customer Service skills
- Excellent technical skills including Word, Outlook and Excel
- Be educated to A-level standard

A full grounding in a diverse range of administrative systems and duties. The diploma obtained would be desirable to any employer as the skills learnt and utilised in a workplace will be easily transferable.

No experience necessary for this post as full training will be given.

References will be required and taken up

**Working hours:** Monday to Friday 9am – 5pm

**Pay:** National minimum wage for your age group.

**How to apply:** Send your CV with a covering letter explaining why you would like to join the Frogheath Landscapes team to [enquiries@frogheath.co.uk](mailto:enquiries@frogheath.co.uk) or Frogheath Landscapes, Willingford Lane, Burwash Weald, East Sussex TN19 7HR