



**Title:** Business Admin Apprentice  
**Type:** Modern Apprenticeship

**Company Profile:** Supply, Manufacture and Repair of Rail Infrastructure

**Duties:** Business Administration Apprentice to cover an Admin function in York Service Centre. Duties will include:

- Document control
- Checking and batching invoices
- Development of spread sheets and KPI's
- Monitoring and recording sickness
- Booking hotels and travel for site work
- Coordination of apprentices
- Interact with HR at Crewe on HR issues

**Requirements:** Reliable, honest and keen to learn. Minimum of 5 GCSE in Maths (level 4), English and Science and two other subject passes.

**Training:** Complete the Business Admin Level 3 Advanced Apprenticeship, alongside on the job training

**Hours:** 37 hours per week

**Pay:** MA Grade + annual increments

**Age:** From 16

**Area:** York and surrounding local areas

**Employer:** Unipart Rail  
Leeman Road  
York  
YO26 4ZD

**Tel No:** (01270) 847863

**e-mail:** dawn.allett@unipartrail.com

**Contact:** Dawn Allett

**Other Application Details:** Applicants can also apply via the National Apprenticeship Service website at gov.uk

**Closing Date:** 28/07/2017