

Vacancy:

# BUSINESS ADMIN APPRENTICE (Level 3)

Location:

Kingsbury B76



## What is HS2?

HS2 is a brand new, low carbon high-speed railway critical in supporting the UK's economic growth and tackling climate change. It will provide much-needed rail capacity and is integral to increased economic growth – helping to improve connectivity, create jobs and support the UK economy. Construction of HS2 is underway and the project is already supporting thousands of jobs and businesses around the country.

## Role Purpose:

Working as part of the facilities team, you will provide on-site support, assisting in the smooth operation and maintenance of our office and premises.

You will collaborate with wider facilities and office management teams, as well as external suppliers, to ensure the workplace is maintained to a high standard.

## Accountabilities:

There will be a wide range of duties including:

- Providing general admin support to the facilities management team.
- Updating relevant Health & Safety systems and databases.
- Liaising with Office and Facilities Managers and the wider Facilities team regarding status of work being undertaken on our premises.
- Covering other facilities duties when required such as being the first point of contact for employees and visitors, ensuring meeting rooms are checked, identifying repairs and providing support and assistance at any special events held in the building.

## Skills/Experience:

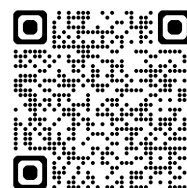
The following experience is required:

- Strong IT skills in Microsoft Office, particularly in Word, Excel, PowerPoint, Microsoft Forms and SharePoint.
- Strong communication skills, with excellent attention to detail.
- Excellent administration experience.
- Attention to detail and great observation skills.

## Apprenticeship Overview:

- Apprenticeship Standard: Business Administrator Level 3.
- Apprenticeship Length: 18 Months.

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Balfour Beatty



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HS2