



**Role:** Business Administration Apprentice  
**Job Type:** Apprenticeship  
**Location:** Watford, Hertfordshire  
**Salary:** £11,000 per annum  
**Working Hours:** Monday – Friday (35 hours per week with 7 hours per week dedicated to study)  
**Start Date:** Immediate

CSP Ltd. are a leading service provider specialising in venue & event management. We work in partnership with leading sports and entertainment venues in the UK providing several services including; internal and external traffic management, security & stewarding and crowd management services. We are pleased to announce the above vacancy within the Operations Support team, the purpose of which is to provide administrative support to the Operations function. Apprenticeships are a great opportunity to learn new skills and develop a career within a business and in this role, you will be working towards achieving a Level 3 Apprenticeship qualification in Business Administration.

We are a dynamic, operations-led business so an individual who can adapt to changing priorities with a flexible approach to working is essential. *Interested? Apply now!*

#### Job Overview:

- Responsible for the forward planning and booking of all travel arrangements for the Operations team, including hotel and flight reservations.
- Support the Senior Operations Support Manager with the administration of CSP's tender process for new and existing business and preparation of quotations.
- Act as the first response for all CSP web and telephone enquiries, cascading them to the appropriate CSP Manager / department or client in a professional and diligent manner.
- Provide organisational assistance to the Operations department including support in the preparation of event-related operational documentation.

#### Experience and Qualifications:

- Professional, committed, reliable and trustworthy
- Confident and polite telephone manner
- Basic IT skills (Word, Outlook, PowerPoint & Excel)
- GCSE Maths and English, grade A-C
- Great attention to detail and use of initiative
- 18+

#### Benefits include:

- 23 days paid holiday per year, rising to 25 days
- Private medical insurance for self
- Life Assurance (4 x annual salary)

To apply for the role of Business Administration Apprentice at CSP, please click this link <http://jobs.talentspa.co.uk/talentspa/search/vacancy/all/1/4594998>



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