



Role: Business Administration Apprentice
Job Type: Apprenticeship
Location: Watford, Hertfordshire
Salary: £11,000 per annum
Working Hours: Monday – Friday (35 hours per week / 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 a number of 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 is able to adapt to changing priorities with a flexible approach to working is essential.

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

Benefits include:

It's important to us that all our people feel well catered for, which is why we are based on a modern business park with exclusive discounts available locally, company socials and plenty more! Add in a competitive annual leave package, dress-down Fridays, in-office charity events, and the abundance of cake and sweets (it's always someone's birthday), you can see that we want our people to feel good inside and out.

To apply:

To apply for the role of Business Administration Apprentice at CSP, please visit <https://jobs.talentspa.co.uk/talentspa/search> and search for reference **CS/BAA**



Caring, Safe, Professional