

## VACANCY INFORMATION



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**Job Title** Business Administration– Modern Apprentice

**Type of Business** Administration

### **Company Information**

GTG is a leading training provider with facilities in Glasgow, Edinburgh and West Midlands, GTG is hugely accessible and offers a large and varied portfolio of apprenticeship programmes accommodating a range of occupations including automotive, logistics and business skills. All of our apprenticeships are classed as full time employment so you will be earning a wage whilst gaining a qualification.

### **Job Description**

You will be contributing to the development and implementation of administrative services within the organisation, thus enabling them to gain a qualification which proves knowledge, experience and competence in a work based environment.

### **Entry Requirements**

You must have or expect to gain Standard Grade English, Maths, and an Admin or Computer Studies subject, at Credit or General Level or National 4 or above, Intermediates are also accepted. It is essential that you are literate, numerate, reliable and keen to learn.

### **Training**

You will train through GTG to SVQ Level 3 in Business Administration.

### **Hours of Work**

Monday to Friday

### **Submission arrangements**

Please send completed application for to Suzie Stewart, email – [jennifer.miller@gtg.co.uk](mailto:jennifer.miller@gtg.co.uk)