**Advert**

**Job Title: General Office Administrator -Apprentice**

**Location: Gerrards Cross**

**Salary: £15,000**

At Allport we know that our people are the cornerstone of our continued success. We have a fantastic opportunity for a General Office Administrator – Apprentice.

Whatever your age, whatever your background, a new qualification can open doors, so let us help you get one. Embark on a fulfilling journey, earn while you learn and all of this with our support behind you.

**About the role**

We are looking for an enthusiastic, proactive and well organised individual. An ideal opportunity to take your first steps into the world of business. You will develop your skills and abilities and gain valuable experience. Alongside this you will be offered the opportunity to undertake a Level 3 apprenticeship program.

**What will I be doing?**

* Sending, receiving and actioning emails
* Meeting and greeting visitors
* Collecting, sorting and distributing post
* Answering the telephone and directing queries to the relevant departments
* Arranging and booking travel
* Booking couriers and ordering taxi’s when required
* Monitoring stationary supplies and ordering stationary when required
* Monitoring and maintaining adequate kitchen supplies and managing the kitchen area
* Making tea and coffee for visitors and for meetings
* Ordering lunches for meetings
* Administrative duties such as scanning, filing and photocopying
* Processing Invoices
* Data Entry
* Providing ad hoc support around office as needed
* Working well as part of a team.

**What are the requirements?**

You will have your GCSE Maths and English Level 4 (Grade C) and above

You will have excellent communication skills, spoken and written

Build good working relationships with work colleagues and our customers

Confident and eager to learn

Excellent attention to detail, friendly and helpful nature

Excellent PC skills including Word & Excel

**Who are we?**

Allport Cargo Services (part of EV Cargo) are a global supply chain and logistics company. We are one of the UK’s largest freight forwarders and have been a significant force in the industry for over 50 years.

EV Cargo is one of the UK’s largest providers of transport, logistics and freight forwarding services and logistics technology, created by consolidation of Adjuno, Allport Cargo Services, CM Downton, Jigsaw, NFT and Palletforce into a corporate structure under a new single brand.

Our Benefits

* 25 days annual leave, plus bank holidays
* Company pension Scheme
* Death in Service scheme 3 x salary increasing to 6 x salary if join pension scheme
* Access to EAP scheme
* Access to cycle to work scheme
* Range of voluntary benefits

Allport Cargo Services reserves the right to close the vacancy before the stated closing date if a high volume of applications are received.

Due to the volume of applications Allport Cargo receives, we regret that we are not able to provide detailed feedback to applicants that were not shortlisted.

To apply for this vacancy, we are only a few easy clicks away so come join us by clicking the link below:

<https://allportcargoservices.com/careers/>

If you have any queries, please contact@: [human.resources@uk.allportcargoservices.com](mailto:human.resources@uk.allportcargoservices.com)