

# Modern Apprentice Trainee Administrator

## Who are we?

Calnex Solutions is the world-leader in test and measurement solutions for Synchronization. Our equipment can be used to prove performance in the telecoms and test industry. This is vital when it comes to testing the speed of 4G, and soon to be 5G, which mobile phone providers supply allowing us to, amongst many other things, use social media on our phones.

## Where would you fit in?

We are looking for a motivated, upbeat and confident individual to join our team based at the Oracle Campus in Linlithgow. The successful candidate will have the ability to learn and develop administration skills required to become a Business Administrator within the Calnex Operations team.

## What kind of things would you be doing?

- Incoming and outgoing mail management
- Responsible for all office stationery/catering supplies
- Tracking of staff holiday records
- Assisting in the administration of worldwide travel itineraries
- Office media maintenance – printers, shredders, etc.
- Customer/events gift purchase and presentation
- Incoming call handler/reception duties
- Organising onsite catering for internal events/meetings
- Facilities co-ordinator in relation to office maintenance
- Conference room booking coordinator
- Purchasing and supplier invoice administration (using our ERP system)
- Credit card expense management
- Providing support to the wider admin team

## Who would you be working with?

You will provide support to everyone in the business in our HR, Finance, Admin, R&D, Manufacturing, Operations and Marketing teams plus the senior management team.

## What do you need to apply?

Preferably five Nat 5 and two Highers. Driving licence would also be useful.

## What would your working hours be?

37.5 hours per week with the option to leave earlier on a Friday if you work extra hours Monday to Thursday (flexible working).

## When would you start?

Ideally June 2019.

## What would your salary be?

Competitive pay rate.

## What training is available to you?

Calnex will provide task specific training and a Modern Apprentice qualification in Business Administration.

**CLOSING DATE: FRIDAY 10<sup>TH</sup> MAY, 2019**