



JOB OPPORTUNITY

We are recruiting a Business Administration Apprentice to join the team based in Chester.

No previous experience is necessary, but an ability to work individually and within a team with enthusiasm and attention to detail is required.

You will: Be trained to use our business administration systems including BreatheHR, Xero, Think Eleven, Monday.com; Carry out daily general business administrative tasks (typing, document formatting, photocopying, electronic filing, document control and data entry).

You will have a minimum of 5 GCSEs (including English and Mathematics) Grade C or above, IT competency (including Microsoft Word, Excel, Outlook and PowerPoint).

Specialist software application training will be supplied as required (familiarity with CAD, Visio or MS Project would be advantageous).

You will be joining an established team with a competitive salary and holiday package including private healthcare, pension and potential for career progression.

If this opportunity is attractive to you then please send us an email for further information to:
hr@codexintegrity.com

Regretfully we may not be able to respond to all applicants.