

Office Apprentice

Role profile

Location: Chasetown

Reports to: Business Coordinator

Who are we?

Established in 2018 as a division of highly successful regional company Tara Developments, Keon Homes now works with Registered Providers, Local Authorities and other partners to build social housing, in addition to building homes for private sale and the private rental market.

Keon Homes has been set up with a team who have a track record of working within the sector. With a combined 35 years of experience and a driving force to succeed, the directors will ensure that outstanding service is delivered and where quality and best practice come as standard.

The Tara Group is run by a professional board on behalf of the Sweeney family and includes Chasetown Civil Engineering, Keon Homes and Cameron Estate Management.

What will the role involve?

This role will provide a comprehensive range of administrative support within the office and to key individuals to ensure all aspects of day-to-day activities operate efficiently, effectively, and consistently.

The role will involve supporting the Business Coordinator and the wider team to ensure the smooth day to day running of the office and assisting with key event planning throughout the year. You will be appropriately trained regarding our processes and procedures in order to support the business.

You will need to use all types of communication to connect with stakeholders, e.g. telephone calls, emails, message noting, letter writing and internal communication platforms.

In addition to this we are seeking an individual with the aspirations and ambition to mirror the growth plans of the business on a personal level and it is important you have the desire to grow and develop your skills, knowledge and experience with a view to progressing within the business.

Key role responsibilities

- Supporting the Business Coordinator in arranging internal and external meetings and organising travel arrangements where necessary.
- Manage the development of good administrative practice including maintaining and developing procedures, records and systems.
- Creating documents and reports using the full range of Microsoft Office programmes available, filing, photocopying and dictation of letters.
- Responsible for office hospitality for visiting clients and guests, always being hospitable and thinking of our clients.
- Supporting the Business Coordinator when needed on company events, hospitality and festive celebrations.
- Full responsibility for stock of consumables/stationery for office and sites, ordering as necessary.
- Daily office tasks including management of incoming post, franking, printing, scanning and filing.
- Responsible for the daily management of company phone line and various enquiries inboxes.
- Parking management for visiting clients.

- General document control and filing.
- Supporting the teams in using various communication methods.
- Any ad-hoc administration tasks on behalf of the senior management team.
- Work within the policies and procedures of Keon Homes and apply consistent principles of diversity and equal opportunities.
- Share best practise and provide support to other Administrators within the Group.
- Collating any information from the relevant teams to produce reports.
- Supporting the Directors when the Business Coordinator is on annual leave.
- Ensuring the office remains clean and tidy and driving others to have the same high standards.

Business Administrator Training

During this advanced apprenticeship, you will learn a vast range of knowledge, skills and behaviours, covering topics such as project management, systems & processes, business structures and so much more.

You will undertake the ground-breaking Professional Apprenticeships Business Administration Level 3 qualification. Professional Apprenticeships are an Ofsted Outstanding rated training provider and hold the title of Bristol and Bath Apprenticeship Training Provider of the Year for 2021. The programme is designed to mould you into a high-level, all-rounded business professional. You will learn in detail about business communication, organisation, managing change, problem-solving & much more.

These modules are designed to jump-start your career and make you stand out in an increasingly competitive field, boosting your future earning potential.

Progression

Keon's experienced team will offer training and development to support you in gaining the skills required for the role. There are plenty of opportunities for progression within the Company.

You will agree objectives with your manager that will provide clarity and purpose and a development plan that provides the right level of development for you at your stage of your career. You will be joining a company that develops individuals careers, provides all the necessary support within a culture that has strong family values.

What we expect from you

You will need to be proactive and possess flexible working skills to ensure the team are adequately supported, whilst working to tight timeframes. You will need to display self-motivation, have the ability to diversify in this role and want to grow with the business with a can-do attitude.

- Confidentiality is a must – this role is party to highly sensitive information, which is important in both protecting our employees and our company
- A team player with a positive and proactive attitude
- Display proactiveness in looking for alternative, more efficient solutions
- Able to work collaboratively and flexibly when supporting others and has confidence in their approach to communication, across all levels
- An ability to work as part of a multidisciplinary team and establish good working relationships at all levels
- A flexible approach with ability to work unsupervised, under pressure and to tight deadlines
- Is professional and works hard to get the job done, always prepared to go the extra mile
- You must have level 2 English and Maths

- Drivers license preferred but not essential