

## Administration Assistant Apprenticeship – BG Solicitors (Grimsby)

### Description

[B.G. Solicitors](#) are looking for a dynamic, adaptable and self-motivated individual to join their team as an administration assistant apprentice. The successful candidate will have excellent communication skills and be required to work comfortably in a fast-paced environment whilst remaining professional at all times.

### What will the apprentice be doing?

The role will include but is not limited to:

- Speaking to clients on the phone, in person and via email
- Being the first point of contact for clients
- Giving out quotes to Conveyancing clients
- Dealing with clients and outside organisations on the telephone and in the office, taking the correct details and gaining identification where applicable.
- Diary management, ensuring fee earners have sufficient time for preparation and to discuss any other requirements that they may have
- Dealing with post, franking, scanning and adding to files where applicable.
- Taking and receiving client payments

Full training will be provided on all aspects of the role.

### What training will the apprentice take and what qualification will the apprentice get at the end?

As part of the administration assistant apprentice role you will complete the level 3 Business Administrator qualification, you will learn the knowledge, skills and behaviours which will support you for your end-point assessment. You will take part in a combination of activities, such as face-to-face classroom-based sessions, remote learning sessions, work shadowing and online learning, to support your learning and development and compile a portfolio of evidence.

At the end of the on-programme learning, you will be required to undertake an End-Point Assessment (EPA) to demonstrate you have met the occupational standard

### What is the expected career progression after this apprenticeship?

Excellent developmental and progression opportunities within the organisation for the right candidate with the potential to progress within the organisation and on to higher qualifications.

### Desired skills and personal qualities

- Communication skills
- IT skills
- Attention to detail
- Organisation skills
- Customer care skills
- Problem solving skills
- Presentation skills

### Employer

BG Solicitors

### Annual Wage

£ 12,480

### Working Week

Monday to Friday 8.45am-5.15pm

Total hours per week: 37.5 hours a week

### Expected Duration

16 Months

### Possible Start Date

January 2025

### Date posted

1 November 2024

### Apprenticeship Standard

Business administrator Level 3

### Apprenticeship Location

Lauriston House, Town Hall Square,  
DN31 1JB, Grimsby, North East  
Lincolnshire

### Apply:

Apply Now!

- Administrative skills
- Number skills
- Analytical skills
- Logical
- Team working
- Creative
- Initiative
- Non judgemental
- Patience

### **Qualifications**

- GCSE or equivalent English (Grade C/4) essential
- GCSE or equivalent Maths (Grade C/4) essential

### **About the employer**

BG Solicitors is one of the oldest established practices in Grimsby, set up by the late Mr Tom Beetenson on 1st January 1944. He was joined in 1953 by Lawrence Gibbon and their initials still remain as the name of our firm. Since those early days, the Practice has grown steadily and is now one of the largest and most respected in the area. Our clients, both private and commercial, demand a first-class legal service, and through our commitment to quality standards throughout all areas of the practice, we ensure that's exactly what they receive. With offices in Grimsby, Scunthorpe, Louth and Barton upon Humber at BG Solicitors LLP we pride ourselves on retaining the values and approach of a family practice.