

KICKSTART ROLE

Admin Assistant Apprentice (CB)

Location: Bromley, BR1 4JW

Closing date: June

Placement summary:

Working as part of a team providing admin support to a busy estate services department, dealing with customer queries, photocopying, maintaining and updating databases and assisting the in stock control of the team's caretaking stores.

Essential skills, experience and qualifications:

- Good work ethic and able to multitask; Excellent communication skills; Confident in using various computer programs
- A passion for learning and drive for success
- Confidence to question and learn from doing so
- Good work ethic and able to multitask
- Excellent communication skills
- Confident in using various computer programs
- Good work ethics and able to multitask; good communication skills; confident in using various computer programs

In order to apply for a Kickstart Scheme vacancy you need to be currently in receipt of Universal Credit payments, be between the ages of 16 – 24 years old and fulfil the suitability and eligibility criteria which will be assessed by your Universal Credit Work Coach.

Please contact your Work Coach via your Universal Credit Journal, stating:

- *The full name of the Employer – **Clarion Housing Group***
- *The Kickstart vacancy that you are interested in*
- *The postcode where the vacancy is based*

Your Work Coach will then contact you to confirm whether you fulfil the suitability and eligibility criteria, and discuss next steps.