

# Apprenticeship vacancy

## Administration Assistant South Shropshire Furniture Scheme

This interesting role involves providing general administrative support, which includes a variety of tasks including photocopying, filing, dealing with telephone calls and post. As part of this apprenticeship, the successful candidate will also work towards an NVQ Level 2 in Business and Administration.

**This vacancy is based at the South Shropshire Furniture Scheme in Ludlow.**

**Salary:** £75 per week

**Job Reference:** 84160



If you are aged 16 - 24 and want to gain skills, qualifications and get paid, choose an Apprenticeship.

To apply for this vacancy visit:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

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Apprenticeships

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