

Business Administration Apprenticeship

Job Description

Do you want to be part of a fast-moving industry? This is an excellent opportunity to join one of the UK's leading sub contract manufacturers of precision sheet metalwork, electro-mechanical assemblies and precision machined components.

Start your career within FiFab and join us as a Business Administration Apprenticeship. You will use your existing English and Business studies knowledge as a foundation to build and develop skills critical to becoming a well-trained, experienced, and key member of our Glenrothes operations team. As an FiFab Apprenticeship you will develop a strong understanding of business administration processes including sales, finance, purchasing and quality. You will become part of a business that has the people capabilities and vision to serve the needs of a challenging, evolving industry.

We deliver success. We have the people, capabilities, and vision to serve the needs of a challenging and ever-changing industry.

Apprenticeship Development Plan

You will work towards achieving a Modern Apprenticeship in Business Administration. Your development plan will be undertaken at our Glenrothes Manufacturing site where you will firstly and most importantly become part of our team. You will gain your initial understanding of our business processes - taking part in a rotational plan moving throughout our different departments. You will see the lifecycle of our products right through to the completion and shipping of a range of diverse components. This will see you interacting with a range of teams within the business.

You will be supported by an independent training assessor to ensure that your knowledge and experiences gained during your apprenticeship sets you up for a successful career within FiFab with further development opportunities.

As a FiFab Apprenticeship, you will:

- Develop effective communication skills within the business environment
- Contribute to the improvement of business performance
- Contribute to the development and implementation of information systems
- Be energised by challenges and be driven to reach the end results successfully
- Communicate effectively to all members of your team
- Have a vision for future career development opportunities

- Develop positive relationships within your team and working towards a common goal
- Be committed to self-improvement and development throughout the Apprenticeship and onto a career within FiFab

Qualifications

National 5 Level

- English
- Business related subject
- Maths
- Administration and IT

Experience (where applicable)

- Foundation Apprenticeship
- Working Environment Experience

Skills, training & specialist knowledge

- Computer literacy (including good command of Microsoft Excel, Word and Outlook)

Please apply with your CV and cover letter to: vacancies@fifab.co.uk