



Service Delivery Team/Office Apprentice

Our winning formula is driven by a strong entrepreneurial spirit, which is encouraged throughout every department. We keep this culture by only hiring brilliant people who are driven, ambitious and challenge the norm. We're good at what we do, but there is always room to improve which is why we're serious about investing in our people.

The role:

LegalforLandlords is looking for a business apprentice to work within the service delivery team. You will be working in a fast and busy environment. The right candidate will ensure the smooth running of the office, working closely with all internal departments to keep the work in progress and up-to-date.

Duties Include:

- To assist in service delivery for our Insurance, Legal and Tenant Reference departments by assisting the team of advisors and processors in line with the company's internal processes
- The role is vital so that in-house systems are maintained and updated correctly
- The job purpose is to provide support to all internal departments and assisting with account processes
- This will include filing, inbound call taking and outbound to assist with customer queries, processing orders, data cleansing, handling mail and other general administrative duties
- Delivering internal and external communications
- Completing paperwork

Apprenticeship summary

Working week

- The apprentice will be working 37.5 hours a week. Monday- Friday Hours will be confirmed on Interview
- Total hours per week: 37.50

**Weekly wage**

£161.25

Expected duration

18 months

Possible start date

TBC

Apprenticeship level

Advanced Level Apprenticeship

Reference number

VAC001398052

Positions

2 available

Requirements and Prospects

Desired skills:

- Strong English and maths
- Basic knowledge of Office 365
- Easily picks up new technology skills
- Team player who can be given a task and get on with it
- Ambitious with a general interest in business

Personal qualities:

- Hardworking
- Flexible
- Motivated
- Enthusiastic



Desired qualifications

English Language and maths, at Grade “C” or above (or equivalent)

Prospects

If successful in the role then we would like to offer the right candidate a full-time opportunity on conclusion of their apprenticeship. We would further develop the candidate, so they have a positive future career within the company.

Things to consider

Driving License would be preferable but not essential.

The National Minimum Wage for Apprentices is £4.30 per hour as of 1st of April 21. This rate applies to apprentices 16 or older who are in their first year. Apprentices must be paid at least the minimum wage rate for their age if they are aged 19 or over and have completed their first year.

Questions for candidates:

First question

Why do you want to work for Legal Landlords?

Second question

Why do you want work in Business Administration?

About the Employer

Employer: **LEGALFORLANDLORDS LTD**
<https://www.legalforlandlords.co.uk/>

Disability Confident

Employer is not registered as Disability Confident



Description

Several years ago, when managing our own portfolio of properties, we realised just how difficult it was for landlords and letting agents to find affordable, reliable and efficient services to help them run their businesses. We're the kind of people who hate to let a good opportunity pass by, and now LegalforLandlords, the business we created, has become one of the brightest and best providers of tenant referencing, insurance and legal services for the rental property sector.

We provide a responsive service, from knowledgeable, friendly staff at very competitive rates and our one-stop-shop approach has proved very popular with our clients. They tell us that they like our honest and straightforward approach, our clear pricing and our ability to solve their problems with the minimum of fuss and expense. They love our advice lines, local points of contact and the range of products we offer. And we get a real buzz from knowing that our customers come to us, and stay with us, because our people do a great job.

We would love to know more about you, about the properties you manage, rent or own and if there is any way that we can help. We are here for the long haul, but there is no time like the present to say 'hello'.

Address

632-634
Birchwood Boulevard
Warrington
WA3 7QU

Training

Training provider: Warrington and Vale Royal College

Contact

Josh Iles
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