



# Apprentice office administrator \* \*

Together with us in Ellesmere Port

Reference number: 2024-1010

## Your responsibilities

To assist the Plant Secretary and Plant Management Team with:

- reconciling time & attendance recording, including all the coordination work associated with this as well as any other HR lifecycle administrative tasks
- supporting with the creation and preparation of relevant statistics for management and Head Office.
- processing orders and the purchasing of material required at the plant including any other associated tasks.
- supporting with ongoing general secretarial work, managing the switchboard and reception duties
- supporting any other project-related tasks as appropriate, depending on urgency and line manager instructions

## Your profile

- good organisational skills and an ability to manage your own workload, initially under supervision, with an ability to prioritise tasks
- good computer literacy within such programs as Microsoft Excel, Word, and PowerPoint
- good interpersonal and good communication skills, both written & verbal; and a friendly, approachable manner
- ability to work to standard processes whilst still using own initiative to develop new or existing processes and to streamline, in support of our new IT initiatives as they come on board
- ability to multitask
- positive, flexible, and can-do attitude with a willingness to deliver any other duties as required to meet the needs of the business
- commitment to ensuring adherence to HR and operational compliance, processes, and policies
- highly trustworthy and confidential individual who recognises and respects colleagues' and Progroup's right to privacy and commercial confidentiality.

**Do you want to work with us to make Progroup even more successful?**

**Then get in touch with  
Frances Jane Trousdale**

Progroup AG | Horstring 12 | 76829 Landau

\* We promote diversity and reject any form of discrimination. All that matters is that we are a good match.



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