

## **Apprentice Administration**

Emerald Mindset are working with an outsourced sales and promotions company based in Canary Wharf, London. We have a field based sales team who represent commercial clients and charity partners to market and sell their products and services. We are now looking for an office-based trainee to help with administration and office management.

### Main duties:

- Working closely with managing director, office staff and sales team
- Help maintain a positive working environment atmosphere.
- Input, analyse and process data from our commercial clients.
- Interact with commercial clients to resolve data issues.
- Assist office team with administration tasks.
- Printing documents.
- Attend whole office morning meetings.
- Help out with recruitment days with setting up boardroom and hosting candidates.
- Support the overall smooth operation of the office.

We are looking for somebody who can take on the responsibility of managing our social media accounts. This will involve regular posts to promote team successes, team social nights, office events, meetings and trips. This will include:

- Identifying and creating social media content and strategies
- Publishing content to various platforms
- Interacting with communities and audiences
- Tracking and measuring metrics and insights to impact results

This is not an exhaustive list of all duties, and you may be required to help or carry out any other reasonable tasks and duties to assist the smooth running of the office.