



## Vacancy View

**Employer** Lucidica Limited

**Learning Provider** Hackney Community College

### Vacancy Description

Without an efficient back office function, the business is unable to run efficiently. The back office support ensures the right tools to ensure the engineers can provide the best service and our clients see a professional running office.

- The main business activities in this role include:
  - o Finance: management reporting; cost control; accounts receivable & payable; cash flow; banking
  - o Administration: filing; mail; general administration
  - o Legal & compliance: supporting the Operations Manager in tax; insurance; government activities
  - o Systems: supporting the Operations Manager in finance; HR; customers; knowledge activities
- Help keep Chaseable Overdue Debtors to a reasonable percentage of annual sales, weekly
- Summarise the teams' timesheets by COB Mondays
- Conduct the weekly banking
- Conduct the daily ITS survey
- Document Operations and Business Development policies & procedures in the Wiki, on-going
- Ensure the office always has adequate supplies (stationery, coffee, milk, fruit etc)
- Complete your previous weeks time sheet, by 11am Monday's
- Arrive on-time for all meetings (internal and external)

The majority of the time for this position is spent assisting the Operations Manager and the Administration Assistant performs the Operations activities in our business, which includes: doing detailed finance,

administration, legal and systems. The remaining time is spent helping the Business Development team managing our brand and generating new, and supporting existing, customers.

This position reports to the Operations Manager.

## **Key Details**

**Vacancy Title** Administration Assistant

**Employer** Lucidica Limited

### **Employer Description**

We're a fun and fast-growing I.T. Services company for small businesses across London. We love our clients and they love us. We do what we say we will, and are good at what we do.

**Web Site** [www.lucidica.com](http://www.lucidica.com)

### **Vacancy Location**

Kingsland Road

London

London

E2 8AA

**Working Week** Monday to Thursday 9 - 6

**Weekly Wage** £ 120.00

**Number of Vacancies** 1

**Vacancy Reference Number** VAC000131743

## **Key Dates**

**Closing Date For Applications** 27/01/2012

**Interview Begin From** 03/02/2012

**Possible Start Date** 17/02/2012

## **Training**

### **Training to be Provided**

NVQ Certificate L2 in Business and Administration

Level 2 Certificate in Principles of Business and Administration

Functional Skills L1: English, Maths and ICT

**Learning Provider** Hackney Community College

**Learning Provider Description** Situated in the heart of Hoxton, we're easy to get to. There are several main bus routes you can use. We're just a ten minute walk from Old Street and 15 minutes from Liverpool Street. Also, we are a five minute walk away from the new Hoxton station which is on the East London Line. Our spacious Shoreditch campus provides you with a secure and lively environment to study in.

Classrooms and workshops are built around a large courtyard and landscaped gardens with eating areas for those warm sunny days.

**Contact Details** lparsonage@hackney.ac.uk 0207-613-9379

**Vacancy Type** Intermediate Level Apprenticeship

**Apprenticeship Framework** Business and Administration (CFA)

This Learning Provider does not yet have a sector success rate for this type of apprenticeship training.

**Expected Duration** 9 - 12 months

### **Skills Required**

- An understanding of business finances
- Excellent communication skills
- Superb organisation skills
- Terrific customer service attitude

### **Qualifications Required**

L1 English, Maths and ICT desirable

### **Personal Qualities**

- Reliable
- Motivated
- Keen to learn
- Team Player

### **Important Other Information**

You will attend an assessment session at the college before attending interview with the employer. We will assess you literacy, numeracy and ICT skills.

### **Future Prospects**

You will be able to apply to administrative jobs.

**Employer Name** Lucidica Limited **Application Method** Apprenticeship

**Sector** Business, Administration and Law **Vacancy Short Description**

The Apprentice Administration Assistant is a crucial and versatile role - one that will be called on for support from two main areas of the business: Operations and Business Development.

### **Additional Application Form Question - 1**

What two things stood out from the advert to make you apply?

### **Additional Application Form Question - 2**

Why are you applying for this particular role?