



Vacancy View

Employer Davis & Gibbs

Learning Provider Hackney Community College

Vacancy Description

Answering telephone and directing calls

Meeting and greeting visitors to the office

Drafting and writing letters, emails and other documents

Loading property details onto various websites

Key Details

Vacancy Title Administrator

Employer Davis & Gibbs

Employer Description

Davis and Gibbs are residential estate agents specialising in lettings and sales across South and South West London. Davis and Gibbs have gained a reputation as one of the most innovative and dynamic agents in London. They provide a professional and efficient service and have maintained independent status with modern marketing coupled with old values.

Web Site www.davisandgibbs.com

Vacancy Location

Chestnut Grove

London

London

SW12 8JD

Working Week Monday to Thursday 30 hours

Weekly Wage £ 95.00

Number of Vacancies 1

Vacancy Reference Number VAC000131084

Key Dates

Closing Date For Applications 27/01/2012

Interview Begin From 01/02/2012

Possible Start Date 10/02/2012

Training

Training to be Provided

NVQ 2 Business Administration

Technical Certificate

Functional Skills: English, Maths and IT

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 12 months

Skills Required

Excellent telephone manner

IT literate

Some office/admin work experience

Full driving licence desirable

Qualifications Required

English and Maths Level 1

Personal Qualities

Well organised

Loyal and honest

Able to use own initiative

Team player

Motivated and hard working

Important Other Information

Expenses and travel payable, you could be located at the Balham or Oval office.

Future Prospects

Possibility of being taken on permanently after successfully completing the apprenticeship.

Reality Check

You will be working in a pressurised environment and may have to multi-task.

Employer Name Davis & Gibbs **Contact Name (For Support Use)**

Lynn Parsonage **Application Method** Apprenticeship **Sector**

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

Administrator required for a residential estate agents specialising in letting and sales across West and South West London. Providing administrative support for the managers and directors.

Additional Application Form Question - 1

How will working for Davis and Gibbs benefit you?

Additional Application Form Question - 2

Why would I employ you over everyone else?