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## Business Administration Apprentice

**Location:** Liverpool L3 1NW  
**Weekly Wage:** £210.00  
**Employer:** [Rathbone Brothers](#)  
**Working Week:** Monday - Friday 9am - 5pm

**Brief Description:** We have an exciting opportunity for a Business Administration Apprentice to start a career in a thriving investment management organisation. The role will involve working within a number of operations support functions including IT, Finance, Trust and Tax and Investment Operations.

**Rathbones**  
Look forward

## Customer Service Apprentice / Catering Assistant

**Location:** Liverpool L1 4AF  
**Weekly Wage:** £166.50  
**Employer:** [MK Catering](#)  
**Working Week:** Monday - Friday.

**Brief Description:** An exciting opportunity has arisen within our team. We are seeking a passionate, motivated individual. We are looking for an outgoing and confident person.



## Utilities Admin Apprentice

**Location:** Birkenhead CH41 1FN  
**Weekly Wage:** £141.75 - 246.75  
**Employer:** [Inteb Managed Services](#)  
**Working Week:** Monday to Friday 9am - 5pm

**Brief Description:** Inteb is a successful company of energy managers, surveyors, utility and environmental specialists serving a wide range of clients. An exciting opportunity has opened up for the right candidate to become an Admin Apprentice.



## Recruitment Apprentice

**Location:** Liverpool L3 1ES  
**Weekly Wage:** £134.58  
**Employer:** [Axis Associate Consultants](#)  
**Working Week:** Monday to Friday

**Brief Description:** We never say 'no' to talented people with the right personality. If you're a whizz with computers and good with people this could be the first step to a career in recruitment.





## Apprentice Administrator

**Location:** Liverpool L1 4DQ  
**Weekly Wage:** £136.00  
**Employer:** [Ion Search Recruitment](#)  
**Working Week:** Monday - Friday 9am - 5pm

**Brief Description:** Ion Search is an exciting, central Liverpool based recruitment business focussing on senior appointments in London, internationally and locally and they are seeking to appoint an Administrator who will play a key role in providing support to the business.



*ion* SEARCH  
Recruitment to Recruitment

## Business Administration Apprentice

**Location:** Liverpool L1 4DQ  
**Weekly Wage:** £140.00  
**Employer:** [Fellow Reviews](#)  
**Working Week:** Monday - Friday.

**Brief Description:** Fellow Reviews are seeking to appoint an ambitious Administrator who will play a key role in not only providing administrative support and assistance to the business, but to manage some of the marketing and operations.



## Business Admin Apprentice / Claims Handling

**Location:** Southport PR9 0NS  
**Weekly Wage:** £168.75  
**Employer:** [United Legal Assistance](#)  
**Working Week:** Mon - Thurs 10:30am - 7pm Friday 9am - 5:30pm Sat 10am - 4pm

**Brief Description:** United Legal Assistance are seeking to appoint an ambitious individual to join an established and professional team within the insurance and claims management industry.



## Business Admin Apprentice

**Location:** Wigan WN1 1HW  
**Weekly Wage:** £131.25  
**Employer:** [Making Space](#)  
**Working Week:** Monday - Friday

**Brief Description:** To support the recruitment and administrator in her daily duties. To undertake a wide range of administrative tasks at the main office in Wigan to assist the Support team with day to day delivery of services.





## Business Administration Apprentice

**Location:** Liverpool L3 6JB  
**Weekly Wage:** £224.00  
**Employer:** [Rigo Spa](#)  
**Working Week:** Monday - Friday 9am – 5:30pm.  
**Brief Description:** We require a local Apprentices to assist our ever growing company. The role is to work within the administration department and the first point of contact.



## Drainage and Water Search Agent Apprentice

**Location:** Wirral CH44 5UL  
**Weekly Wage:** £138.25  
**Employer:** [Pali Limited](#)  
**Working Week:** Monday - Friday 39.5hrs p/w.  
**Brief Description:** Pali are seeking a friendly, flexible and efficient Administration Apprentice, who is confident on the phone and face to face with clients and members of staff.



## Legal Administration Assistant

**Location:** Southport PR9 0AL  
**Weekly Wage:** £126  
**Employer:** [Brown Turner Ross Limited](#)  
**Working Week:** Monday - Friday 9am - 5.15pm  
**Brief Description:** Brown Turner Ross we are seeking to appoint an ambitious administration apprentice who will play a key role in providing administrative support.



## Receptionist / Admin Assistant Apprentice

**Location:** Liverpool L2 9QA  
**Weekly Wage:** £131.25  
**Employer:** [Sutcliffe Projects Limited](#)  
**Working Week:** Monday to Thursday 9am - 5:30pm Friday 9am - 4:30pm  
**Brief Description:** Front of house work with duties that include providing cover for reception. Answering and directing calls, taking messages where appropriate. Administration duties for both and technical staff and support staff.





## Marketing Assistant Apprentice



**Location:** Wirral CH44 5UL

**Weekly Wage:** £138.25

**Employer:** **Pali Limited**

**Working Week:** Monday - Friday 39.5hrs p/w.

**Brief Description:** You will learn the different aspects of direct marketing using on and offline techniques. Main duties will include; Building and maintaining databases, writing blogs, generating business leads, campaign work and distributing marketing literature.

## Business Administration Apprentice

**Location:** Southport PR9 0SN

**Weekly Wage:** £122.50

**Employer:** **Holistic Healthcare Services**

**Working Week:** Monday - Friday.

**Brief Description:** We require a local Apprentices to assist our ever growing company. The role is to work within the administration department. You will need attention to detail, good telephone manner and good inter personal skills.



## Asset Management Apprentice

**Location:** Leigh WN7 4LJ

**Weekly Wage:** £177.10

**Employer:** **Adactus Housing**

**Working Week:** Monday - Friday.

**Brief Description:** To carry out general administration duties across the section working alongside a team of programme administrators, performance managers and administration staff.



## Planned Maintenance Apprentice

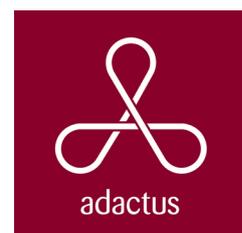
**Location:** Leigh WN7 4LJ

**Weekly Wage:** £177.10

**Employer:** **Adactus Housing**

**Working Week:** Monday - Friday.

**Brief Description:** To carry out general administration duties across the department working alongside a team of Planned Maintenance administrators, supporting building surveyors, managers and project managers.





## Property Services Apprentice

**Location:** Anfield, Liverpool L4 2RX  
**Weekly Wage:** £210.00  
**Employer:** [PJM Developments Limited](#)  
**Working Week:** Monday - Friday.  
**Brief Description:** Primarily responsible for the administrative work needed to support the creation and sustainment of successful tenancies for over 300 properties for a private housing landlord.

## Business Administration Apprentice

**Location:** Liverpool L3 9LQ  
**Weekly Wage:** £121.50  
**Employer:** [Glasswerk](#)  
**Working Week:** Monday - Friday 30hrs p/w.  
**Brief Description:** Glasswerk are looking for a hardworking music lover to join the team. If you have a keen interest in events management and would like to see how music events are organised behind the scenes, then this could be the perfect role for you.



## Customer Services Apprentice

**Location:** Matthew Street, Liverpool L2 6RE  
**Weekly Wage:** £224.00  
**Employer:** [Christopher James Jewellers](#)  
**Working Week:** Monday - Friday 40hrs p/w.  
**Brief Description:** Are you a diamond in the rough? If you are a warm, friendly, outgoing and organised individual then this role at a popular city centre jewellers could be perfect for you. If successful, you will be trained in diamond ID and learn about different diamond qualities.



## Administration Apprentice

**Location:** Speke, Liverpool L24 9PZ  
**Weekly Wage:** £141.75  
**Employer:** [R + R Safety Systems](#)  
**Working Week:** Monday - Friday 35hrs p/w.  
**Brief Description:** We are looking for a new employee in the office to contribute by assisting many of the day to day activities that are currently being undertaken by the Directors.





## Legal Administration Assistant

**Location:** Liverpool L1 6AF

**Weekly Wage:** £126.53

**Employer:** **Brown Turner Ross Limited**

**Working Week:** Monday - Friday 9am - 5.15pm

**Brief Description:** Due to continuous growth and expansion of Turner, Brown, Ross, we are seeking to appoint an ambitious administration apprentice who will play a key role in providing administrative support throughout the business.

brown | turner | ross