



Creating great homes together

Role Profile

Position

Apprentice Business Administrator

Reporting to

Stores Operations Manager

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- To work towards obtaining a Level 3 Business Administrator apprenticeship qualification
- Exposure to a wide range of business areas to develop your skills
- A working environment where safety of our colleagues is a priority
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Prepared to go the extra mile to assist customers and colleagues
- A flexible approach that allows you to meet the needs of our customers.
- You embrace new working methods and meet deadlines.
- You always ensure your work is accurate and right first time.
- Demonstrating the ability to communicate effectively in challenging circumstances.
- Enjoy problem solving with a proactive approach to new ideas.

What you take care of

- This is a key role starting in the stores department. You will be part of a team that assists in the delivery of a responsive customer focused repair maintenance service.
- The purpose of this role is to procure materials in response to jobs raised for repairs, planned and cyclical maintenance using approved suppliers.
- To raise and receipt purchase orders for stock, materials, waste & plant.
- Using Microsoft applications, you will update spreadsheets and reconcile monthly Barclaycard statements.
- To replenish and maintain imprest van stock levels and to assist the purchase ledger department with queries relating to invoicing.

What you need to be successful

- The stores department deal with many daily transactions from purchase order creation, stock receipting, counter issues and van stock replenishment.
- This role requires someone happy to work in a fast-paced environment with great IT and interpersonal skills.
- You will need to be happy to engage with all areas of the business in a 'one team' approach.

Qualifications required

Applicants with transferable skills are encouraged to apply.

No essential qualifications are required to apply for this role.

Approved: V1/0625060