

# Apprenticeship Vacancy

KTC Accountants, Selby

Level 2 Business  
Administration

 *chartered  
certified  
accountants*

## Main Duties Include:

- General office administrative work
- Answering the telephone
- Taking messages
- Dealing with the arrival of clients
- Dealing with the post
- Scanning in files
- Photocopying and shredding

## Desired Skills:

- A good understanding of Microsoft Office preferable
- Driving licence preferable
- A good telephone manner
- Polite and courteous when speaking with clients
- Positive attitude



37.5 hours per week

Monday - Friday

Weekly wage: £131.25

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