

Apprentice Administrator in a Car Dealership

A successful car dealership **specialising** in second-hand cars is looking for an apprentice **administrator** to provide administrative support for the team. This would be a fantastic opportunity for someone looking for an entry-level position in administration as no experience is required. The ideal candidate should also be able to work on Saturdays.

Main responsibilities

- Answering telephone calls and responding to emails
- Meeting and greeting customers
- Filing and entering data
- Typing reports and creating spreadsheets
- Taking minutes at meetings
- Arranging meetings

Requirements

- 18 years of age or older
- Finished school with a National Certificate of Secondary Education
- Excellent time-management skills
- Good communication skills
- Well spoken and articulate
- Responsible and self-motivated
- Flexible and eager to learn
- Friendly and **approachable**
- Well-organised
- Able to work to deadlines and **prioritise** tasks

The successful candidate will be offered:

- competitive salary
- ongoing training
- 12 days of annual leave
- long-term job prospects in the company after six-month apprenticeship

To apply for this position, send your CV and a covering letter to hr@hungphamcarsales.com. For further information, please phone Ms Kim Thanh at 0123975648.

Please note that only **shortlisted** candidates will be contacted.

Administrator	approachable	Prioritise	Shortlisted	Specializing
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1. a person whose job is to manage and organise the public or business affairs of a company or an institution	
2. becoming an expert in a particular area of work or business	
3. put tasks or problems in order of importance so that you can deal with the most important first	
4. selected for final consideration	
5. friendly and easy to understand and to talk to	

3 Read the job advertisement in **2** again and decide whether the statements below are true (T), false (F), or not given (NG).

	T	F	NG
1. Job applicants must have the relevant working experience to apply for this job.	☐	☐	☐
2. The job involves office work such as typing reports and taking minutes at meetings.	☐	☐	☐
3. The job applicant is expected to be good at time management and communication.	☐	☐	☐
4. Being flexible is the most important quality required for the job.	☐	☐	☐
5. After finishing the apprenticeship, the person will be recruited on a long-term contract.	☐	☐	☐