



Business Support Administration Apprentice

Location: Watford

Salary: £11,000 per annum

CSP Ltd. are a leading service provider specialising in venue & event management. We work in partnership with leading sports and entertainment venues in the UK providing a number of services including; internal and external traffic management, security & stewarding and crowd management services.

CSP are pleased to announce the above vacancy within the Operations Team. The purpose of this role is to provide administrative support to the Operations function and the delivery of event services. Apprenticeships are a great opportunity to learn new skills and develop a career within a business and in this role you will be working towards achieving a Level 3 Apprenticeship qualification in Business & Administration.

This role is based at the Company's Head Office in Croxley Green, Hertfordshire.

We are a dynamic, operations-led business so an individual who is able to adapt to changing priorities with a flexible approach to working is essential.

Requirements of the Business Support Administration Apprentice

- Excellent oral communication skills
- Confident and polite telephone manner
- Basic IT skills (Word, Outlook, PowerPoint & Excel)
- Articulate and able to communicate with people at all levels
- Great attention to detail
- Professional, committed, reliable and trustworthy
- The ability to exercise tact, discretion and maintain confidentiality
- Highly customer service focused
- Prepared to adopt a 'hands on' approach when required
- Flexible approach to working hours
- Highly presentable

If you feel that you meet the above criteria for this role then please email laura.obrien@gotocsp.com



Caring Safe Professional