

<p>VACANCY TITLE</p> <p>Business Administration Apprentice</p>	<p>VACANCY LOCATION</p> <p>Heat Trace Ltd, Mere's Edge, Chester Road, Helsby, Cheshire, WA6 0DJ</p>
<p>CONTACT :</p> <p>Nicola Fletcher</p>	<p>VACANCY APPLICATION CLOSING DATE: Monday 18th June 2018</p>
<p>INTERVIEW DATES:</p> <p>Monday 2nd July 2018</p>	<p>START DATE: 3rd September 2018</p>
<p>WEB SITE: www.heat-trace.com</p>	<p>WEEKLY WAGE:</p> <p>£7.55 per hour 35 hours per week</p>
<p>WORKING HOURS/WEEK:</p> <p>Approximately 2 days every 2 months at Chester University 4 x 7 hour day in workplace 1 x 3.5 hour day in workplace 1 x 3.5 hour day for study within module dates</p>	<p>PROSPECTS:</p> <p>Heat Trace is a privately owned fast growing company with a focus on innovation and a worldwide reputation for quality and service. Our apprenticeship scheme and many of our apprentices have won multiple awards at regional and national level. All our apprentices have secured permanent positions at the end of their apprenticeship and we have high expectations that our apprentices will become our managers of the future.</p>
<p>VACANCY SHORT DESCRIPTION:</p> <ul style="list-style-type: none"> We are offering a 4 year Chartered Manager Degree Apprenticeship based in a Marketing/Business role. 	<p>VACANCY FULL DESCRIPTION:</p> <p>We are looking for a self-motivated and hard working person seeking to develop and grow their skills base. You will become part of the marketing team and support all marketing functions. There will also be opportunities to help in other departments to gain a broad and varied knowledge of Heat Trace. This is a great opportunity to further your skills by applying new skills directly to a working environment.</p> <p>You will work on a range of marketing tasks including:</p> <ul style="list-style-type: none"> Involvement in the design and implementation of marketing campaigns, strategies and initiatives Evaluation of marketing

	<p>campaigns</p> <ul style="list-style-type: none"> • Sourcing and ordering promotional items • Maintenance of customer records • Digital marketing activities including email and web-based • Maintaining Social media sites • Website content • Press releases • Refreshing current literature and creating new literature • Preparation and attendance at exhibitions • Involvement in company events • Data analysis • Completing supplier approval questionnaires and keeping information up to date.
<p>TRAINING TO BE PROVIDED:</p> <ul style="list-style-type: none"> • We will offer in house training within our Helsby site, in the marketing department and other administrative functions. • BA (Hons) in Business Management and Leadership. • Level 6 Diploma in Leadership and Management from the ILM • Chartered Manager status 	<p>SKILLS REQUIRED</p> <ul style="list-style-type: none"> • Interest in Marketing • Willingness to learn and be part of a team. • Ability to apply new skills • Understanding of social media
<p>QUALIFICATIONS REQUIRED</p> <ul style="list-style-type: none"> • GCSE maths, English and IT grade C or above • 3 x A levels at C or above or equivalent • Study/qualifications in Business or similar is desirable. 	<p>PERSONAL QUALITIES:</p> <ul style="list-style-type: none"> • Friendly, polite and clear communicator • Determination to do the best possible job • Reliability • Self-motivated and proactive • Attention to detail • Organised
<p>APPLY TO: Nicola Fletcher</p>	<p>Email a covering letter and CV to: nsfletcher@heat-trace.com</p>