

**Job Title:** Commercial Apprentice

**Qualification:** Level 3 Business Administrator

**Location:** Wotton-under-Edge, Gloucestershire

**Learning Provider:** South Gloucestershire and Stroud College

**Duration:** 18 months

### **What is a Commercial Apprentice?**

Our Commercial Apprentices provide administrative support to Renishaw's commercial functions such as sales, marketing, communications, purchasing and other business units. This role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services and other business practices.

In addition to learning Renishaw's core systems and processes, this role provides the opportunity to develop key commercial skills such as negotiation, producing business documents, developing and delivering presentations, analysing and presenting business data, managing projects, creating digital marketing content and chairing and leading meetings at the same time as learning how a global company operates.

You will also learn how to manage your time and priorities, develop problem-solving and decision-making skills.

### **Where will I be working?**

This role is based at our headquarters site near Wotton-under-Edge, Gloucestershire. **You will need to be able to travel independently to work and college.**

### **What will I do?**

Over the 18-month apprenticeship you will rotate through placements in at least three of the areas listed below:

#### ***Marketing activities:***

This placement enables apprentices to support our one of our global business units with the delivery of their marketing plan. The apprentices will gain valuable marketing knowledge and skills through:

- Marketing automation
- Email marketing
- Social media marketing
- Desktop publishing
- Subsidiary marketing activities

#### ***Purchasing/Procurement activities:***

This placement enables apprentices to gain a good understanding of our Enterprise Resource Planning (ERP) and order management system (used in multiple areas of the business), and to learn useful negotiation and project management skills. Some of the tasks involved include:

- Negotiation of prices, supplier contracts and deliverables
- Sourcing and identification of potential suppliers
- Placement of purchase orders & expediting delivery
- Management of supplier relationships & performance

- Ownership of the “Procure2Pay” process and ensuring supplier payment
- Communication with internal stakeholders

***Sales activities:***

This placement enables apprentices to acquire knowledge of our key product lines and ERP systems whilst developing customer service and communication skills. Some of the tasks involved include:

- Sales order processing
- Producing quotes
- Following up sales leads
- Conducting customer service surveys via telephone
- Liaising with internal and external account managers

***Communication activities:***

This placement offers the opportunity to work on a variety of tasks around the creation and distribution of corporate communication materials used to inform our employees and external stakeholders about the Company and its activities. This can include:

- Updating areas of our employee intranet (MS SharePoint)
- Creating news stories for UK audiences
- Using a content management system (CMS) to update our company website and publish press releases
- Updating our email communications library
- Supporting wider communication projects

***Sales subsidiary service and distribution activities:***

This placement enables apprentices to acquire knowledge of materials/stock control whilst ensuring stock levels are maintained and demand can be met. Some of the tasks involved include:

- Supply chain
- Stock control
- Lead times from production
- Export and Import process
- Prioritisation of orders

**What qualification will I achieve?**

The successful candidates will study towards a City & Guilds Level 3 Diploma for the Business Administrator during the first 18 months in post. This will be taken via South Gloucestershire and Stroud College.

**What skills and qualifications do I need?**

You must have:

- A minimum of five GCSEs at grade 9 – 4 (or A-C) including Maths and English
- Good written and oral communication skills
- A current or recent job, this can be a paper round or Saturday job, as this demonstrates maturity, responsibility and independence.
- Relevant work experience done through school or college would be beneficial although is not essential
- Experience in software packages including MS Word, Excel, PowerPoint
- Post GCSE qualifications or study would be an advantage but are not essential
- Good organisation and planning skills and an interest in problem solving
- Familiarity with one or more of the following software packages (or equivalent) would be an advantage: MS Outlook, Sage CRM, InDesign, Photoshop