

# Commercial Apprenticeship

## Level 3

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Commercial Apprentices will study towards a City & Guilds Level 3 Diploma in Business Administration during this 18 month programme.

### What will I do?

The apprentices will work within a variety of key corporate functions which may include Marketing Communications, Purchasing/Procurement and Sales before specialising in their chosen area. Duties include a range of activities in line with the Diploma in Business Administration curriculum, including producing business documents, developing and delivering presentations, analysing and presenting business data, chairing and leading meetings, participating in a range of projects, and creating and managing a tender.

### What qualifications do I need?

- A minimum of five GCSE A-C passes including Maths and English
- Good written and oral communication skills
- Use initiative, be accountable and have a mature approach to work
- Experience of working in a customer service environment
- Experience software packages including MS Word, Excel, PowerPoint
- A full UK driving licence is essential as the role will involve travel to other sites and events
- Familiarity with one or more of the following software packages would be an advantage: MS Outlook, Sage CRM, InDesign, Photoshop

### How do I apply?

To apply for an apprenticeship, please go to the Renishaw website at [www.renishaw.com/apprenticeships](http://www.renishaw.com/apprenticeships) and submit a covering letter and CV.

We begin our apprenticeship recruitment process in December, and positions commence the following September.