

**London Gateway
Business Administration Apprenticeship**

An overview of the Apprenticeship Scheme

The DP World London Gateway Business Administration Apprenticeship scheme is a two year programme.

The main purpose of the role is through studying, work experience, coaching, training and development (both practical and vocational) complete the DP World London Gateway Business Administration Apprenticeship and to obtain work related professional qualifications ensuring you are able to carry out a role within Business Administration competently and effectively.

The key objectives are:

- To attend college and complete all course work on time and to a high standard.
- To undertake a range of tasks suited to the current level of training and development both at college and on site.
- Practically apply college learning to on site work.
- To work with colleagues on site to learn and understand how the Port and Park operates.
- To understand and complete all work related documentation accurately and on time.

They key responsibilities are:

- Carrying out a full range of business administration of business administration from filing systems, data input, minute taking, team support with answering the phone, dealing with both internal and external customers, arranging meetings and booking meeting rooms.
- To take responsibility for own studies and highlight immediately if there are any issues.
- To follow instructions given both on site and at College.
- To produce, maintain and be responsible for the content, accuracy and sign off of log books.
- To attend and fully participate in regular training and development reviews with Training and Development Manager and/or Line Manager of the team working in

**To apply for the Business Administration Apprenticeship please visit:
www.londongateway.com/careers**