

Business Support Apprentice

Fully Funded Level 3 Business Admin Apprenticeship

 St Helens, Merseyside

 18,000 per annum

 A Level (or equivalent)

www.NSG.com

www.nsg.com/en/careers/uk

WHO ARE WE?

The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Technical Glass. Our mission is to be the global leader in innovative high-performance glass and glazing solutions, working safely and ethically.



THE ROLE

The purpose of the role is to provide support to the Business Support, Quality and Planning teams to ensure all key activities are completed in a timely and accurate manner, whilst maintaining high quality standards of customer service across all our Upstream sites.



You will proactively work with operational departments to ensure their needs are understood and acted on, whilst identifying opportunities to improve our systems and standards by:

- Providing administration support across our Upstream manufacturing sites
- Supporting the management team in all communication activities
- Supporting the planning team in cost-effectively scheduling manufacturing resources and maintaining stock within defined limits
- Supporting the maintenance of master data
- Supporting the contractor/visitor database and permit to work systems
- Supporting the teams in data gathering/interrogation to enable meaningful KPI reporting
- Updating H&S information and supporting safety initiatives
- Supporting the purchasing and delivery process of raw materials
- Coordinating training activities and maintaining an electronic training records system
- Supporting Quality Audits by collating data and ensuring management teams remain compliant in data collection
- Supporting teams on Project delivery
- Supporting the business in digitalisation activities

It will take approximately 18 months to complete all elements of the apprenticeship, with support from NSG and the training provider throughout.

WHAT ARE WE LOOKING FOR?

- Excellent verbal and written communication skills
- High level of attention to detail and accuracy
- Self-motivated and well organised
- Polite, professional and confident manner with flexible, friendly attitude
- Able to work well across multifunctional teams, in a fast paced, time-specific and targeted environment
- Confident using Microsoft Office 365 with particular focus on Word, Excel and SharePoint

BENEFITS

- 25 days holiday plus declared public holidays
- Staff Bonus scheme – up to 10% of basic salary (not guaranteed)
- Flexibility with working hours (hybrid working also available)
- Group Personal Pension Plan – a defined contribution scheme with up to 8% employer contribution
- On site car parking and Cycle to Work scheme

We are committed to building a truly inclusive and equitable working environment where we can all feel able to be our true selves. If you believe you would be a good match for this role, we very much want to hear from you! Application is by CV and covering letter by **30th June 2024**. [Click here to apply](#)