

Business Administration Apprenticeship Overview

Location: Honda of the UK Manufacturing Ltd, Swindon

Starting Salary: £13,600

Progression:

Upon successful completion of the level 2 apprenticeship, there may be the opportunity to progress onto the Level 3 apprenticeship programme where applicable and your salary would increase to £17,000. Please note: Apprenticeship T&Cs, content and final contract award may be subject to change.

Overview:

Honda of the UK Manufacturing Ltd is looking for talented individuals to join our new Business Administration Apprenticeship Programme.

Our factory in Swindon covers 370 acres and is home to more than 3,700 associates, building cars and engines that are exported across the world. The factory has been in operation for more than 30 years and has a diverse highly-skilled and experienced workforce. As an apprentice you will gain valuable hands on experience, national recognised training and ongoing development whilst earning a salary as you contribute to the continued and future success of Honda.

Who do we want?

Applicants must have an enquiring mind and be eager to learn and continually develop. You should be committed, resilient and have the ability to work well with others. You should be able to flexibly adapt to the changing demands of the role and above all, be motivated to succeed.

What do we want?

Applicants for our Business Administration Apprenticeships require the following:

- Minimum of grade C in Maths and English at GCSE (or equivalent)
- Good IT Skills and be confident using Microsoft Word, Excel, Outlook and PowerPoint
- A flexible approach and the ability to adapt and amend work load priorities
- Good attention to detail and numerical accuracy
- Good oral and written communication skills
- Must have the right to work in the UK.

What is included?

You will receive a combination of on and off the job training, comprising of one day per week in a classroom environment and four days per week on the job training, working with experienced associates developing your business administration skills and experience. You will be paid a salary, 25 days holiday, a contributory pension scheme, private health care, all your training costs will be covered as well as many other benefits.

Applications:

All applications must be received by **Friday 7th July 2017**. Successful applicants will be required to attend an assessment event at Honda of the UK Manufacturing Ltd. Completed applications should be returned to: HUMapprenticeships@honda-eu.com.

Contact Information:

For further support on your application, please contact the Learning and Development team within Human Resources at the above email address or call 01793 837696.