



Career Opportunity

Position: Administration Apprentice

Location: Lincoln

Department: Insurance, Repair & Renovation

Opportunity available within our busy Insurance Repair and Renovation Department as a Administration Apprentice based at our Lincoln office, dealing with enquiries from clients and customers via telephone, email, or post

Personal Specification: • Excellent communication skills, at all levels, both written and verbal • Be able to work to tight timescales using your own initiative • Knowledge of Microsoft Office packages • Great telephone manner and organisation skills • Pride yourself in delivering high standards of customer service • GCSE Level 4 or above in Maths, IT and English.

We are looking for a confident individual who has a desire and personal drive to achieve this apprenticeship.

Unfortunately, because of the volume of applications we receive either speculatively or in response to our adverts, we aren't able to give individuals status updates nor to communicate with applicants who have not been shortlisted for interview. Applicants should therefore assume that they have been unsuccessful if they have not heard from us within 4 weeks of submitting their details. We thank you for your interest in Gelder and if unsuccessful would encourage you to apply again in the future.

To apply for the above position, send your CV and covering letter to katie.scott@gelder.co.uk, or by post to:

Katie Scott
Gelder Group, Head Office
Tillbridge Lane

Sturton By Stow
Lincoln. LN1 2DS



All available positions

For a full list of available positions, please visit our careers page: <https://gelder.co.uk/careers>.