

Business Administrator

Level: 3

Duration: 21 months

Business Administrators possess multiple skills and behaviours applicable across all sectors and organisation sizes. Their role involves working independently or in teams to develop, maintain, and improve administrative services.



Apprenticeship overview

Core skills, knowledge and behaviours you will learn

- IT skills - including use of packages such as MS Office
- To produce accurate records and documents such as emails, letters, payments and proposals
- Decision making skills - how to make effective decisions based on sound reasoning
- Understanding the applicability of business principles such as managing change, business finances and project management
- Communication skills including written, verbal and digital

Where you might work

- Small to large size businesses
- Public, private and charity sector

Typical job roles

- Business Administrator
- Office Administrator
- Executive Assistant
- Business Support Officer

Good to know!

Work is likely to be office-based

Strong interpersonal skills are crucial

An ability to motivate others is advantageous

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