Would you like to be part of the largest infrastructure business within the UK? M Group Services keeps the lights and heating on, taps and pipelines flowing, telecom networks connected, and highways, rail and aviation moving

Morrison Water Services is part of our water division and is currently looking to recruit 2 **Apprentice Business Administrators** to work on our **Yorkshire Water WSP contract.**

This is an exciting career opportunity within a UK leading Clean & Waste Water infrastructure provider, with ambitious growth plans over the next 5 years. With a workforce of more than 2,500 operating daily in local communities, we believe having a high performing, sustainable workforce is integral to delivering exceptional service to our clients. We embrace change and promote diversity to effectively support long-term career aspirations. Our people are fundamental to the success of our business, and we are committed to providing a working environment where everyone feels valued and fulfilled.

**About the role**

You will gain a recognised and accredited qualification, whilst you earn and gain a vast amount of experience within a highly respected company.

You’ll be working alongside qualified and highly experienced members of staff, many of whom would have started their careers as an Apprentice just like you. You will have a dedicated mentor assigned who will help you maximize your potential by sharing your knowledge.

This apprenticeship will last for 18 months and once completed you will have a Level 3 Business Administrator qualification!

**About you -**

* Have the right to work in the UK
* Be able to commute to the office on a daily basis.
* Achieved grade A-D in English and Maths or be willing to undertake Functional Skills, which is equivalent to GCSE qualifications
* Be prepared to travel and stay away from home to undertake training and quarterly development sessions.
* Demonstrate an interest and enthusiasm to learn
* Excellent attendance and timekeeping
* Ability to use own initiative
* Must have a ‘can do’ attitude; to be polite and courteous

**What’s in it for you?**

We are very keen that our apprentices develop and progress within our business, to reinforce the skills needed to deliver future work within the water sector. Beyond the apprenticeship, there will be opportunities to take the next step in your career, into roles such as Team Leader or First Line Management.

* 25 days' annual leave plus statutory holidays
* Discretionary annual bonus
* Contributory Pension scheme
* Life Assurance
* Access to our Employee Assistance Programme
* Cycle to work scheme
* Access to a wide range of discounts and special offers through our online rewards platform

**Your Development**

Alongside your apprenticeship, you will undertake our award-winning EU Skills accredited Apprenticeship Development Scheme (ADS) programme. The ADS programme provides valuable soft skills development, which is underpinned by mental health/pastoral care. You will attend quarterly workshops to provide you with key skills that will support you in your career journey.

**Application Process**

During the recruitment process we will want to see that you are willing to learn, self-motivated, punctual, organised, committed, and hard-working. Many of the skills you will need to succeed in this role will be developed as part of your training

Please note successful applicants will be invited to an Assessment Centre, which will take place ***Friday 21st March near Leeds***, with the role commencing on ***Monday 28th April***.

So, join us and start your career. To learn more and apply online visit: [M Group Services | M Group Services](https://mgroupservices.com/search-divisional-vacancies/)