



# Doncaster, Rotherham & District Motor Trades Group Training Association (GTA) Limited

Rands Lane Industrial Estate, Armthorpe, Doncaster, South Yorkshire, DN3 3DY  
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## Apprenticeships in Administration Job Opportunities

### 11-01 ADMINISTRATION ASSISTANT

<b>Location</b>	Town Centre, Doncaster
<b>Description</b>	To provide support to an Estate Agents office in Doncaster Town Centre. Duties will include: telephone work, producing documents, dealing with customers/clients, data input/computer tasks, filing and any other general administrative duties as required.
<b>Skills Required</b>	Minimum 5 GCSE's at grade C or above including Maths. Excellent communication, ICT and organisational skills are essential.
<b>Working Week</b>	Monday to Friday - 9.30am till 5.30pm with 1 hour lunch break.
<b>Possible Start Date</b>	Late November 2011
<b>Contact</b>	<b>Joanne Heeley at Doncaster GTA Ltd, telephone number 01302 832831 or email your CV to <a href="mailto:businessstudies@doncastergta.co.uk">businessstudies@doncastergta.co.uk</a>.</b>

### 11-02 ADMINISTRATION ASSISTANT

<b>Location</b>	Armthorpe, Doncaster
<b>Description</b>	Working for a security solutions firm, we are looking for a motivated and confident individual with excellent communication skills to join our team. Duties will include: answering and making telephone calls, creating and maintaining files and the filing system, dealing with clients, IT tasks ie database, monitoring systems, producing documents, etc and any other administrative duties as required.
<b>Skills Required</b>	GCSE or equivalent at grade C or above in Maths, English and ICT would be advantageous.
<b>Working Week</b>	3 days a week totalling 24 hours - 8.00am till 4.00pm
<b>Possible Start Date</b>	Late November 2011
<b>Contact</b>	<b>Joanne Heeley at Doncaster GTA Ltd, telephone number 01302 832831 or email your CV to <a href="mailto:businessstudies@doncastergta.co.uk">businessstudies@doncastergta.co.uk</a>.</b>

### 11-03 ADMINISTRATION ASSISTANT - ACCOUNTS DEPARTMENT

<b>Location</b>	Barugh Green, Barnsley
<b>Description</b>	To provide administrative support to the Accounts Department of a car dealership. Duties will include: answering and making telephone calls, data input, maintain database systems, produce documents, filing and any other general administrative duties as required.
<b>Skills Required</b>	Minimum C or above in GCSE Maths and English (or equivalent). A qualification and/or knowledge of ICT software would be advantageous.
<b>Working Week</b>	Monday to Friday - 9.00am till 5.00pm with ½ hour for lunch.
<b>Possible Start Date</b>	Late November 2011
<b>Contact</b>	<b>Joanne Heeley at Doncaster GTA Ltd, telephone number 01302 832831 or email your CV to <a href="mailto:businessstudies@doncastergta.co.uk">businessstudies@doncastergta.co.uk</a>.</b>

## 11-04 ADMINISTRATION ASSISTANT - MARKETING DEPARTMENT

<b>Location</b>	Kirk Sandall, Doncaster
<b>Description</b>	Working for a privately owned international manufacturer of construction diamond tools, this is an opportunity to take the first step into product management in an organisation that invests heavily in marketing. Duties will include: making and answering telephone, producing marketing material, photocopying, liaising with colleagues, filing and any other administration duties as required.
<b>Skills Required</b>	A good general education to GCSE level or equivalent, including English. You must be highly self motivated with a desire to achieve.
<b>Working Week</b>	Monday to Friday - 8.00am till 5.00pm or 9.00am till 6.00pm
<b>Possible Start Date</b>	Late November 2011
<b>Contact</b>	<b>Joanne Heeley at Doncaster GTA Ltd, telephone number 01302 832831 or email your CV to <a href="mailto:businessstudies@doncastergta.co.uk">businessstudies@doncastergta.co.uk</a>.</b>

## 11-05 RECEPTIONIST

<b>Location</b>	Balby, Doncaster
<b>Description</b>	To work in a busy garage environment and provide excellent customer service as the first contact to customers. Duties will include: answering and making telephone calls, dealing with customers, booking appointments, producing documents, filing and other general administrative duties as required.
<b>Skills Required</b>	Good communication skills are essential.
<b>Working Week</b>	To be discussed once successful. (full time no more than 40 hours a week)
<b>Possible Start Date</b>	Late November 2011
<b>Contact</b>	<b>Joanne Heeley at Doncaster GTA Ltd, telephone number 01302 832831 or email your CV to <a href="mailto:businessstudies@doncastergta.co.uk">businessstudies@doncastergta.co.uk</a>.</b>

## 11-06 RECEPTIONIST

<b>Location</b>	Stainforth, Doncaster
<b>Description</b>	To work in a busy garage environment and provide excellent customer service as the first contact to customers. Duties will include: answering and making telephone calls, dealing with customers, booking appointments, producing documents, filing and other general administrative duties as required.
<b>Skills Required</b>	Good communication skills are essential.
<b>Working Week</b>	To be discussed once successful. (full time no more than 40 hours a week)
<b>Possible Start Date</b>	January 2012
<b>Contact</b>	<b>Joanne Heeley at Doncaster GTA Ltd, telephone number 01302 832831 or email your CV to <a href="mailto:businessstudies@doncastergta.co.uk">businessstudies@doncastergta.co.uk</a>.</b>