

# Careers in Administration

## What is administration?

Administration is an exciting way for you to gain experience within businesses from small to large. Administration involves checking data and content as well as entering and monitoring records. Administration is used in every type of business and so whichever industry you are looking to find an entry route into, from a small business to a large employer, an administration apprenticeship is an excellent route to take.

## Do you have the following?

- Excellent written and verbal communication
- Ability to work in a team and independently
- Confidence using IT systems
- Organised nature
- Ability to multi task
- Reliability
- Resilience
- Adaptability

## What does administration involve?

- Dealing with queries on the phone, by email and social media
- Updating computer records
- Typing letters and reports
- Printing and photocopying
- Managing projects
- Making travel arrangements for staff
- Organising meetings and note taking

## What are typical job titles in administration?

- Trainee Administrator
- Admin Assistant
- Receptionist

## What progression does administration offer?

A career in administration provides a versatile skill set that can be applied to other departments for future progression as well as allowing opportunities to progress into higher level administration and managerial roles such as:

- Senior Operations Assistant
- Administration Manager
- Finance
- HR

## What courses are available?

- Business Administrator Level 3

## What is a typical salary in administration?

As an apprentice:  
**£10,000 - £16,000**

After course completion:  
**£16,000 - £22,000**

**Established administration professionals will often earn upwards of £23,000 per year depending on the industry and job role.**

## Why choose an apprenticeship?

An apprenticeship is a fantastic way to kick-start your career, allowing you to gain invaluable hands on experience alongside a nationally recognised certificate whilst earning money. At Apprenticeship Connect our apprenticeship courses are designed to teach you the essential skills and knowledge required to excel in your career.

**Call our recruitment hotline on  
020 3828 1975  
to kick-start your career today!**