



## **Administrator - Kickstart**

### **This role is part of the UK government's Kickstart scheme initiative.**

Are you aged between 16 to 24, unemployed and currently claiming Universal Credit? If you have answered "yes" to these questions, then this could be perfect role for you!

This position is offered on a 6-month fixed term contract for 25 hours per week, working between 9am and 5pm Monday to Friday at the National Minimum Wage rate applicable by age.

Please speak to your Job Centre Work Coach before applying to this role as without their referral, unfortunately you will not be eligible to apply.

Click on this link to find out more about the Kickstart Scheme: [Want a Kickstart? - Job help \(campaign.gov.uk\)](https://www.campaign.gov.uk)

### **Who are we?**

Connect Solutions Group comprises 3 separate companies – Connect Design, Connect Training and Connect Education.

At Connect Design, we produce accessible formats for people with a sensory impairment, working closely with education organisations, NHS Trusts, and the corporate sector.

All our vacancies will be working from our modern purpose-built offices and are located within easy reach of Nantwich town centre.

### **The Role and responsibilities**

Working within a busy design studio creating print and digital solutions, we are looking for someone to:

- Answer the telephone and meet/greet customers.
- Set up the meeting room for internal and external meetings.
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Ensure that software is updated and working effectively.
- Maintain supply inventory by checking stock to determine inventory level; anticipating needed supplies; liaising with internal staff to ensure levels do not reach minimum levels.
- Report faults, chase up enquiries and deal with suppliers.
- Support all operational functions within the organisation as and when required with administrative support, including within the Production Studio.
- Support with the production of products as required ready for despatch.
- Maintaining spreadsheets where required.

### **What will you get?**

- You will learn about how documents can be made accessible to people with a visual impairment, to allow them equal access to opportunities



- You'll develop many skills: attention to detail, problem-solving, organisation, teamwork and relationship-building to name a few!
- 28 days holiday pro rata (inclusive of bank holidays), contributory pension scheme (subject to eligibility), free onsite parking and refreshments.

As well as this, you will have:

- Regular meetings with your Manager.
- Regular feedback on your work from colleagues so you can learn and adapt.
- A buddy to support you when you join and throughout your time with us.
- Training and development support from us to build your skills for the working world and your future!

### **What are we looking for?**

Do you have an interest in administration? Do you like to think of yourself as organised and willing to learn new things? If so, then this could be the role for you.

- We'd love someone with a "can-do", positive attitude that likes to work in a team and build relationships with others.
- We're looking for someone with good communication skills, confident at liaising with people at all levels
- You should feel comfortable working on your own at times and are pro-active with asking questions when needed.
- We need you to have exceptional attention to detail
- We're looking for someone who has academic knowledge or previous work experience in ICT as good computer skills are essential.

### **How to apply...**

Please speak to your Job Centre Work Coach before applying to this role as without their referral, unfortunately you will not be eligible to apply. Click on "Apply now" to create your profile and answer a few questions in order to apply today!

**Please do not apply for this role unless you have been referred by your Work Coach.**