



Business Administration Apprentice

Middlesbrough Football Club are looking for a hardworking, motivated and enthusiastic candidate to join our Hospitality and Catering team. During the course of this apprenticeship, you will be gaining valuable experience, whilst also working towards a Level 3 Business Administration qualification.

THE ROLE:

- General administrative duties - Responsible for handling a variety of administrative tasks, including answering phone calls, responding to emails, scheduling meetings, preparing documents, and maintaining records. Supporting with but not limited to - catering timesheets, match day and event information, Reception duties which will include both match and non-match preparations.
- Customer service - Provide customer service support, such as answering customer queries and dealing with complaints.
- Communication - Required to communicate effectively with internal and external stakeholders, including colleagues, customers, and suppliers.
- Compliance - Ensure compliance with company policies and procedures, including data protection, health and safety and quality management.
- Personal development - You will be expected to take responsibility for your personal development and engage in training and development opportunities to enhance your skills and knowledge. Candidate will also be trained on the Eventpro system.

CANDIDATES SHOULD:

- Good IT skills and familiar with Microsoft Office
- Enthusiastic and willing to learn
- Good communication skills
- Trustworthy
- Ability to work well with others
- Good timekeeping
- Maths and English GCSE's grade 4 or above
- Good attention to detail

If you would like to be part of a committed team and you demonstrate MFC's core value behaviours, please follow this link to apply –

<https://www.findapprenticeship.service.gov.uk/apprenticeship/VAC1000273547>

CLOSING DATE: 30 September 2024

MFC is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

HONESTY & INTEGRITY
DO THE RIGHT THING

HUMILITY
SHOW A
WILLINGNESS
TO LEARN
DEVELOP
AND GROW

INCLUSION
PROVIDING
OPPORTUNITIES
FOR ALL

LOYALTY
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TO SHARED
SUCCESS

RESPECT
VALUING
EACH OTHER
AND OUR
ENVIRONMENT

TEAMWORK
WORKING
TOGETHER
TO ACHIEVE
OUR GOALS





MFC is also committed to the safeguarding of vulnerable groups.

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