



Apprentice Junior Account Manager

Nov 2021

Akhter Computers, a fast-growing company based in Harlow, Essex, are looking to recruit two Junior Account Manager Apprentices to support their commercial team in all aspects of the customer buying process from customer liaison, order processing and fulfilment, inventory management, and business administration.

The company delivers end-to-end IT solutions within the education sector, Central and Local government bodies and MoD, NHS, SME and Corporates. Offering a broad range of the latest enterprise IT technology including hardware, software, solutions and services within governmental framework contracts.

This is an exciting opportunity for energetic and enthusiastic candidates who are able to demonstrate a good aptitude and attitude for learning and development within a fast-moving company.

Apprenticeship Summary

Weekly Wage
£230.00

Working Week

Working hours will be 9am to 5:30 pm
Monday to Friday with 40 min break
Total hours per week: 39.25

Start Date

15th November 2021

Your key responsibilities will include but are not limited to;

- Current customer liaison and identification of their requirements
- Communicating with suppliers, negotiation of prices, placing of purchase orders, agreement of delivery of products or services
- Tracking of orders from instigation through to successful delivery to end customer
- Inventory Management
- Delivery and Business Administration

Skills Requirements

Excellent communications skills including written and verbal
Personal/presentable team player
Motivated and organised self-starter, able to prioritise own workload
Enthusiasm for IT products and services
Desired qualifications; A Level Grades in English and Maths A* - C grade minimum

Training

Level 3 Business Administration Apprenticeship programme is offered over the period of 18 months to 3 years. You will attend monthly virtual training sessions as part of your off-the-job training throughout your apprenticeship. Most aspects of your training will be delivered on-site with your employer where you will gain the skills and knowledge and experience to assist you in this role, you will also have the opportunity to work with more experienced members of the team, You will be monitored every 6-8 weeks with your assessor to help monitor your progress throughout the apprenticeship. There are opportunities to further develop your role within the company following completion of your apprenticeship.