



Post/Job Title:	Office based, Admin Student/workplace experience
EWE Ref:	EWE-H/O
Support Service:	All Areas
Location:	Boston Road, Viewfield Ind Estate, Glenrothes, Fife
Normal hours per week:	Mon – Thurs; 08:00am – 16:30pm Fri; 08:00am to 13:30pm
Responsible to:	Management
Special Conditions:	None

**Job Title:**

Admin Student – Workplace experience

*EWE provide a full range of electrical services across a comprehensive range of sectors. At the centre of a dynamic industry, delivering electrical projects and servicing.*

We are always pleased to hear from enthusiastic, responsible and hardworking students, looking for experience within the electrical service industry. This placement would be ideal for someone looking to join the profession and obtain a real and varied work experience.

We can offer an onsite experience or a roll within our office, this would let the applicant see what is involved with the day to day running of an electrical company - from enquiries right through to the completion of jobs and training in the clerical side of the business.

**Applicant requirements/level:**

S4-S6 Pupils with an interest in the admin and business management side of the electrical industry

Interest in electrical industry (admin, contract management, estimating etc.)

Good attitude to work and a keen to learn new skills.

Have an interest in theory type of works

Ability to meet deadlines and objectives

Polite and professional manner – team work.

Excellent organisational, interpersonal and communication skills

**Work placement tasks/duties:**

You will shadow a different member of our office staff/management team each day, assisting with minor activities on a variety of assignments for in our core business areas. This will include;

- Administration – clerical skills, accounts, human resources, invoicing and general admin.
- Buying – purchasing of materials and goods, sourcing materials and negotiation
- Contract management – variations, drawing take-offs, material acquisition, invoicing, managing a team etc.
- Estimating – commercial front, contract management (NEC3/JCT forms), tendering, drawing take off
- Managing director – overall running of the company, including scrutiny of costs and labour etc.

You would not always be office based, you can attend site surveys and visits with our team.

Dress Code – Business casual

### **Work experience**

Any relevant work experience through workplace shadowing is valuable and will provide you with an insight into this career path.

*Whether you're at school or college, you'll find a work experience placement that fits your goals. Whichever option you choose, you'll have the chance to discover new skills, forge new connections and access expert guidance that will help you shape your business career.*

## Future Prospects –

Is the electrical industry for you?

**What qualifications should I work towards if I wish to pursue a career in the electrical industry?**

Qualifications/Education/Training

Role dependent – Qualifications vary

- National education
- Higher education
- College/university level qualifications etc.
- Foundation or access courses

It's likely you will work in a management team;



## How do I apply for future jobs?

Should you meet the minimum qualification criteria, you may be eligible to apply for any vacancies which may come up in the future with EWE. Interviews are normally carried out dependent on the role required and should you be successful, your future could be bright with our company.

## Working hours

You'll typically work around 37.5 hours per week. You may need to work extra and unsocial hours to meet deadlines or resolve difficulties. Some projects or service contracts offer backshift, nightshift or alternative working patterns.

## Salary and Benefits

## 1.1 - EWE Student Placements and Learning

Competitive subject to experience.