



Modern Apprentice in Business Administration

We have an exciting opportunity for a Business Administration Apprentice.

Are you able to cope well under pressure, are you flexible in your approach and do you want to learn and be part of a busy team within a growing Company.....then this could be the opportunity for you.

The successful candidate must have a minimum of 3 National 5 qualifications (Maths & English are essential) along with good IT and communication skills.

An understanding of Microsoft office is also desirable.

The role will be based in the McKenna Group office and will include roles and responsibilities to support our Admin team. We have an Office Manager and 2 Project Administrators; the role will predominately be linked to supporting our Project Administrators in their daily work - creating purchase orders, filing, answering the office phone, contacting suppliers, scheduling appointments, photocopying, scanning, using Microsoft 365 and other software packages that enable us to provide our services to customers.

In total we employ over 70 people and there are 14 members of staff based in our office in Dundee, including a trainee QS, Building Information & Modelling trainee, and trainee Estimator

Our website - [www.mckenna.group](http://www.mckenna.group) shows the projects & services we deliver - for example we employ electricians, plumbers & heating engineers that work on new builds, including schools & nurseries - we worked on Forfar early years Nursery and Abbey View Primary in Arbroath. We also have engineers who provide Fire & Security services in care Homes all over Scotland.

If you have any further questions, please feel free to give me a shout.

Louise Laing  
Business Development Manager

