

## Commercial Artwork & Office Administration Apprenticeship commencing Spring/Summer 2019

### The job involves:

- Creating and setting up marketing leaflets for advertising mailings.
- Phone and email communication with clients at all stages of the process, from initial idea to final approval of the print proof.
- Proof-reading letter content, and correction of spelling and punctuation.
- Placing orders for artwork with third party printers.
- Invoicing using Microsoft Excel.
- Answering external telephone calls and directing them around the company.
- Scanning and filing job documents.
- Datacapture (creation of computerised mailing lists from paper records by manual data entry).
- Assisting fulfilment staff in the mailroom when required.

**No experience is necessary** and training for all tasks will be provided, but you should be willing to have a go at any task required, have excellent attention to detail, be able to communicate in a professional manner in the office and on the phone, and be able to work under pressure during busy periods.

**Who are we?** BBS is a small and friendly, owner-managed, mailing house based in Farndon, 10 miles south of Chester. We send out marketing mailings for a wide range of customers, including retailers and theatres. We also write postal sortation software, which we both use in-house and sell to third parties.

Office hours are 9am-5pm Monday to Friday, with one hour's unpaid lunch break. You will be entitled to 28 days' paid holiday per annum and you can opt-in to a workplace pension scheme to which the employer will also contribute. Salary negotiable.

### Please submit your CV by to:

Tonia Rutherford, Border Business Systems Ltd, Border House, High Street, Farndon, Chester, CH3 6PT or email [tonia@bbsltd.co.uk](mailto:tonia@bbsltd.co.uk)

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