

Amelia Michael



Business Administrator Apprentice | Receptionist



Why did you choose to do an apprenticeship and what would you say to anyone considering one?

I chose to do an apprenticeship as I wanted to learn new skills and gain a qualification while getting work experience. I would recommend anyone who is considering an apprenticeship to apply. There are so many opportunities available and it is such a great way to get started in your career.

What are your main duties?

My main duties as a Receptionist are welcoming and assisting both visitors and staff in my organisation. This includes booking worldwide shipments, creating and editing the building website, booking meeting rooms, managing calendars and responding to telephone and email queries.

What are the top three benefits you have experienced thanks to your apprenticeship?

- ★ I have been able to gain both a qualification and real on the job experience in administration.
- ★ I have and developed relationships and connections within my role as well as built a network with other colleagues that has allowed me to understand aspects of different roles and motivate me to continue my career in administration.
- ★ Throughout my apprenticeship I have been able to rely on the support of my superiors and my college tutors to help me progress and develop my knowledge and skills. I have been able to relate a lot of what I am learning to my role which has helped me improve

How have you juggled your learning and work effectively?

It can be difficult to juggle learning and work effectively, especially during busy periods. I found that booking time away from the desk, where I can focus purely on my coursework, has been beneficial.

Good communication between myself, my supervisor and manager has also helped me balance my learning and work tasks. By speaking to them regularly about my course and my progress they can offer advice, support and it also helps them understand the time requirement of the apprenticeship so that they can appropriately allocate my workload.