



WE MEAN BUSINESS

BUSINESS ADMINISTRATION



paragonskills.
inspiring people to **succeed.**



BUSINESS ADMINISTRATION APPRENTICESHIPS



Apprenticeships in the world of Business Administration are opportunities to work in a fast-paced workplace, working with business individuals and learning how to support others in a corporate environment. *You'll* also be learning skills and techniques that will provide *you* with a lifelong vocation.

At **Paragon Skills**, we offer intermediate, advanced and higher level **Apprenticeships** for this sector including:

LEVEL 2 INTERMEDIATE BUSINESS ADMINISTRATION APPRENTICESHIP

LEVEL 3 BUSINESS ADMINISTRATOR APPRENTICESHIP STANDARD

LEVEL 4 HIGHER BUSINESS & ADMINISTRATION APPRENTICESHIP

Roles within this sector all have plenty of scope to showcase your professional side. *You'll* need to enjoy working with people and have a passion for supporting others in a business setting. *You* could be working in an office, on a reception desk, in a law firm and even a leisure centre. Great administrators are vital for the smooth running of any business.

BUSINESS ADMINISTRATION CAREER PATH

L2 INTERMEDIATE BUSINESS ADMINISTRATION APPRENTICESHIP

- ✓ Administrator
- ✓ Office Junior
- ✓ Receptionist
- ✓ Medical Receptionist
- ✓ Junior Legal Secretary
- ✓ Junior Medical Secretary

L3 BUSINESS ADMINISTRATOR APPRENTICESHIP STANDARD

- ✓ Administration Executive/Officer
- ✓ Personal Assistant
- ✓ Administration Team Leader
- ✓ Legal Secretary
- ✓ Medical Secretary
- ✓ Secretary

L4 HIGHER BUSINESS & ADMINISTRATION APPRENTICESHIP

- ✓ Section Manager
- ✓ First Line Manager
- ✓ Assistant Manager
- ✓ Trainee Manager
- ✓ Senior Supervisor

Paragon Skills are committed to *inspiring you to succeed* and will support *you* at every step of *your Apprenticeship*.

Contact **Paragon Skills** and start your career today.

☎ 0800 783 2545

✉ enquiries@pgon.co.uk

🌐 www.paragonskills.co.uk

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