

Apprenticeship Opportunity

Business Administration – Business Support

Purpose of job

Working within the Business Support Team providing administrative support to the ATLAS ELEKTRONIK UK (AEUK) business. The Business Support Team provide the following support - travel, corporate images, PPE, archiving, meeting room and hospitality services, stationery, and general admin support. The apprentice will be part of the team and have exposure to all of the above activities at some point during the apprenticeship.

Reporting relationships

Reports to the Head of Business Support

Location

Dorset Innovation Park, Winfrith

Employment status

Fixed Term Contract, 37 hours per week

ATLAS ELEKTRONIK UK (AEUK) is a growing business that is building on its legacy of innovation for underwater systems for the Royal Navy. Operating from its Headquarters at Winfrith in Dorset, AEUK has invested in its unique in-house test and integration facilities in order to support its growth in supply to UK and export markets of submarine and ship systems, including sonar, autonomous systems, marine electric actuation and mine counter-measures. AEUK has waterside access in Portland Harbour that provides AEUK and its partners with excellent facilities to test systems at sea, particularly those from its Autonomy portfolio.

AEUK is a leading innovative maritime systems company operating throughout all phases of the acquisition and engineering lifecycles, from Concept to In-service Support. With over 400 employees, AEUK is the largest subsidiary in the ATLAS ELEKTRONIK Group. ATLAS ELEKTRONIK Group is part of thyssenkrupp Marine Systems.

Knowledge, skills and personal qualities required

- IT literate and knowledge of MS Office (Word, Excel, Outlook, etc.)
- Good at English especially written and telephone communication
- Able to work as part of a team
- Able to meet deadlines
- Strong attention to detail
- Flexible and able to adapt
- Reliable and well organised
- Willing to learn and confident to ask questions if unsure
- Conscientious

Challenges

- Working to deadlines that cannot be missed; accuracy is essential; may be a need to work additional hours on occasions if required for a specific reason.

... a sound decision

What we are looking for in you

- Minimum of 5 GCSE's, or equivalent, at Grade A* - C (New grading: 9-4) including English, Maths and a Science or Business related subject.
- Self-motivated and ability to work under supervision

More information

Closing date for applications Monday 28th February 2022.

The successful candidate must be able to achieve full SC (Security Clearance).

How to apply

Please forward your CV and a covering letter explaining why you are suitable for the post to **recruitment@uk.atlas-elektronik.com** by the closing date and state the job title in the subject line.

Due to the nature of our work and the projects you will be working on, all candidates must be eligible to gain security clearance. ATLAS ELEKTRONIK UK Ltd is an Equal Opportunities employer and welcomes applications for all posts from suitably qualified people regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.

Only successful applicants will be contacted.

ATLAS ELEKTRONIK UK Ltd

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