

Your apprentice job overview

Business Admin Apprentice



NatWest
Group





Job title:
**Business Admin
Apprentice**



Hours per week:
35



Location:
Edinburgh



Salary:
£25,020

Business area: Digital X - Data Analytics

We are the team that will harness our customer data, in a safe and meaningful way to help make our customers lives easier. In Data and Analytics, we keep data at the heart of everything we do. Good data engineering helps us to get to grips with the data we have, and profile the key features that we can use to power our data science models. And in Data Science, we can apply statistics, computer science and problem-solving skills together with strong research methods to test, learn and optimise machine learning powered decisions. As an Apprentice in Data & Analytics, we'll equip you with the knowledge, skills and experiences you'll need to make a significant impact through your work and become a leading data expert.

The job you'll be doing: Business Admin Apprentice

You'll learn:

- To manage workloads
- Key communication skills to support stakeholder management
- How to plan and communicate plans to others
- Improve performance
- To produce accurate and informative documents
- How to manage business resources

You'll also:

- Support logistics and coordination of business management activity
- Involved in people processes including onboarding activity tracking and governance
- Small project ownership
- Continuous improvement of work reception
- Provide support to leadership and business management teams

The skills you'll need:

We're looking for people with a passion for learning and high levels of determination, motivation, and drive to succeed. You'll have strong communication, stakeholder management and interpersonal skills with the ability to build, maintain and enhance relationships at all levels.

You'll also need:

- The ability to maintain a strong customer focus.
- An innovative and creative mindset
- Good problem-solving skills and a proactive and inquisitive mindset, with the ability to challenge and offer solutions
- An analytical, numerate, and logical skillset with the ability to adapt well to change
- Good planning and organisational skills with the ability to prioritise and manage your time effectively

Email: natwestearlycareerrecruitmentteam@natwest.com

The Apprenticeship Programme: Business Administration Level 6

Programme duration: Up to 19 months

Qualification: Business Administration Level 6

Apprenticeship Provider: [Babington](#)

Time will be allocated during the apprenticeship for you to learn



Reward & Benefits

You know what you want better than we do. We've designed our reward package with that in mind. On top of your salary, you'll get retirement funding and, depending on your job, benefit funding too.

Find out more about benefits at NatWest [here](#)



How we'll support you:

From day one, you'll have support from the Early Talent team, a buddy, your line manager, as well as a Learning Coach from your training provider, we've all got your back.



The Interview Guide

As part of your preparation for the interview, please review the interview guide to ensure you're set up for success.

You can find this [here](#)



This document is designed to give you a summary of the job and support you in your preparation for the face-to-face interview