

**Start your career with an apprenticeship - earn while you learn!**

## **BUSINESS AND ADMINISTRATION NVQ LEVEL 2**

Is the ideal qualification if you are pursuing your first role as an administrator working in an office environment. You can develop your skills to become a future administrator, officer, team leader or business manager.

### **CAREER OPTIONS**

An NVQ in Business and Administration can help you succeed in a support role in any size or type of organisation.



### **ADMINISTRATOR**

Working as an administrator, the skills you learn can be transferred to specialist business functions which include:

HUMAN  
RESOURCES

INVOICING

ACCOUNTS

COMMERCIAL  
FUNCTIONS

TENDERS &  
MARKETING

IT

CUSTOMER  
SERVICE

BUSINESS  
OPERATIONS

## **BUSINESS AND ADMINISTRATION NVQ LEVEL 3**

Is the ideal qualification if you have some knowledge and experience of administration systems and if you want to further your skills.



## CAREER PROGRESSION



### CONTINUED PROFESSIONAL DEVELOPMENT (CPD)

In your chosen area



### NVQ LEVEL 3

Administrator in your chosen department



### NVQ LEVEL 2

Administrator in your chosen department



For more information contact us on

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With regional offices in Glasgow, Stockton-on-Tees, Gateshead, Leeds, Hull, Manchester, Redditch, Burgess Hill, Bristol, Romford and Bletchingley.



PICKERINGS LIFTS



## Thinking about an apprenticeship?

Here at Pickering Lifts, we are proud to be celebrating over 160 years in motion that has seen us become one of the UK's leading independent lift specialists. Our success is down to the people we employ - since the company was founded apprenticeships have been integral to our business.

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