



Apprentice Business Administrator

Location: Lee Mill, Ivybridge, Devon

Company: Eljay Energy Ltd

Hours: Full-time (Apprenticeship)

Salary: From £15,392 for your first year

Reporting to: Office Manager / Company Directors

About Eljay Energy

Eljay Energy is a family-run electrical, heating, plumbing and renewable energy company serving customers across Devon and Cornwall. With over 35 years of experience, we help homeowners and businesses with electrical installations, solar PV, battery storage, EV charging, air source heat pumps, maintenance and energy-saving solutions.

As our business continues to grow, we're looking for an enthusiastic Apprentice Business Administrator to join our team and develop a wide range of administration, customer service and business support skills.

The Role

This is an excellent opportunity for someone starting their career who is organised, friendly and keen to learn. You will support the day-to-day running of the office while working towards a recognised Business Administration qualification.

No previous experience is required as full training will be provided.

Key Responsibilities

- Answering telephone calls and directing enquiries to the appropriate team member.
- Greeting visitors and customers.
- Responding to emails and customer enquiries.
- Assisting with booking appointments and scheduling works.
- Updating customer records and company databases.
- Preparing quotations, documents and correspondence.
- Supporting the renewables, electrical and heating teams with administration tasks.
- Maintaining filing systems and digital records.

- Assisting with social media and marketing activities where required.
- Ordering office supplies and managing stock levels.
- Supporting invoicing and general business administration.
- Helping to ensure excellent customer service at all times.

What We're Looking For

Essential

- Positive attitude and willingness to learn.
- Good communication skills.
- Friendly and professional manner.
- Basic IT skills including Microsoft Office.
- Good attention to detail.
- Reliable and punctual.
- Ability to work as part of a team.

Desirable

- Interest in renewable energy and sustainability.
- Experience using social media platforms.
- GCSEs (or predicted grades) in English and Maths.

What You'll Gain

- Business Administration Apprenticeship qualification.
- Hands-on experience in a growing renewable energy business.
- Training and support from an experienced team.
- Exposure to customer service, administration, sales support and business operations.
- Opportunities for progression within the company.

Personal Qualities

We're looking for someone who:

- Enjoys helping people.
- Takes pride in their work.
- Is eager to learn new skills.
- Can manage their time effectively.
- Wants to be part of a supportive and ambitious team.

To apply, please send your CV and a short covering letter telling us why you'd like to join the Eljay Energy team to christina@eljay.energy