

Post Title: Graduate Trainee
Job Ref: GTS1012

Duties of the post

- To meet all **targets and objectives** of the assigned graduate training scheme as set out by the Department Manager, Human Resources Manager, and Divisional Director.
- To learn specific **in-house systems** and processes, developing an ability to contribute to future **decision-making** and **process improvement**.
- To contribute to overall **team** performance, using both **individual effort** and working effectively in collaboration with others.
- To undertake **research** and offer suggestions for improvement to the main assigned project, as well as when working on **specific project tasks** and other **departmental** projects.
- To **manage** and drive own career path, attending all graduate and job specific **training**, demonstrating learning application as a result, and **completing assessments** where applicable.
- To participate fully in, and **take the lead** when directed at, departmental and company meetings, including **networking** with colleagues and **external** partners as required.
- To take a **proactive** role in assigned team, and fully engage with other functions in the Company to develop strong knowledge of the **organisational aims** and objectives and how assigned team contributes to these.
- Any other additional duties and responsibilities considered commensurate with the nature of the post.

To apply: please send a CV and covering letter to Ms Bossy Deboss, Department Manager, XYZ Ltd., Laney Lane, Towny Town, TT1 9LL

Key competencies	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ■ Educated to Degree level 	
Knowledge and experience	<ul style="list-style-type: none"> ■ Strong commercial awareness and knowledge of the sector ■ Familiar with using social and digital media for communication 	<ul style="list-style-type: none"> ■ Experience in a similar or related role
Skills and abilities	<ul style="list-style-type: none"> ■ Excellent communication and interpersonal skills, both verbal and written ■ Highly developed problem solving skills ■ Ability to work flexibly, on own initiative and as part of a team ■ Excellent time management skills, including the ability to prioritise and meet targets and deadlines ■ Highly proficient in MS Word and Excel 	<ul style="list-style-type: none"> ■ Practical experience in delivering presentations ■ Demonstrable leadership skills ■ Good knowledge of MS Access
Other	<ul style="list-style-type: none"> ■ Ability to manage own learning and development and willing to undertake training and development as required ■ The ability to meet the requirements of UK 'right to work' legislation 	