**XYZ Ltd.**  
**Graduate Training Scheme**

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**Post Title:** Graduate Trainee  
**Job Ref:** GTS1012

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## 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.

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

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**Person specification**

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<tr>
<th>Key competencies</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>■ Educated to Degree level</td>
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| **Knowledge and experience** | ■ Strong commercial awareness and knowledge of the sector  
■ Familiar with using social and digital media for communication | ■ Experience in a similar or related role |
| **Skills and abilities** | ■ 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 | ■ Practical experience in delivering presentations  
■ Demonstrable leadership skills  
■ Good knowledge of MS Access |
| **Other** | ■ 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 | |

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