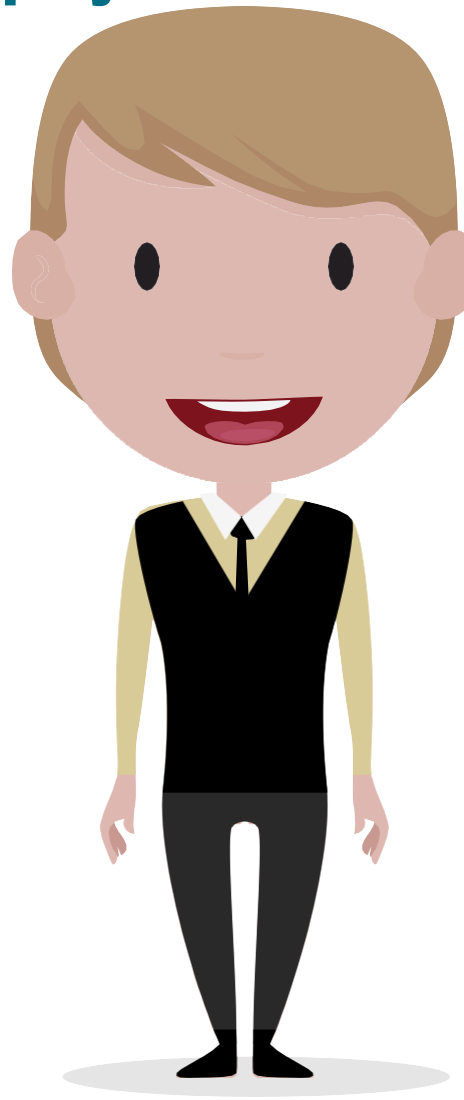


# Apprenticeships

## A day in the life of a Business Support Officer at Employee Healthcare



**Working on Reception;  
being the first point of  
contact and welcoming  
to our customers.**

**Working in a bespoke  
business system  
accessing the diary  
function and employee's  
records.**

**Ensuring our customers  
are dealt with as a  
priority with a high level  
of care and customer  
service.**

**Supporting customers  
in person, over the  
telephone and by email.**

**Many varied admin tasks  
including purchasing  
items using SAP. No two  
days are the same & it's  
fast paced environment.**

**Accurately recording,  
handling, and processing  
highly confidential  
information.**