

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.**