

<b>Integrated Management System</b>		<b>Standard(s):</b>	ISO 9001:2015		Clause:	7.1.2
<b>Document Title:</b> Job Description		<b>ERYRI CONSULTING LIMITED</b>				
<b>Eryri Consulting Limited</b>						
<b>Job Title:</b>	Trainee Business Management Consultant			<b>Job Category:</b>	Full Time	
<b>Department / Group:</b>	N/A	<b>Hours:</b>	40 hours per week (flexible)			
<b>Location:</b>	Llanberis	<b>Travel Required:</b>	Client Premises Occasionally			
<b>Level / Salary Range:</b>	£25,000 p/a	<b>Additional Benefits:</b>	22 Days Leave & Bank Holidays			
<b>HR Contact:</b>	Glyn Hughes	<b>Date Posted:</b>	22/04/22			
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires On:</b>	24/06/22 @ 5pm			
<b>External Posting URL:</b>	Business details can be found on: <a href="http://www.eryriconsulting.co.uk">www.eryriconsulting.co.uk</a>					
<b>Internal Posting URL:</b>	N/A					
<b>Applications Accepted By:</b>						
<b>EMAIL:</b> info@eryriconsulting.co.uk			<b>MAIL:</b> Glyn Hughes Eryri Consulting Limited 3 Gwel Y Mynydd, Llanberis, Caernarfon, Gwynedd LL55 4GA			
<b>Subject line:</b> Trainee Business Management Consultant Position						
<b>Job Description:</b>						
<b>ROLE AND RESPONSIBILITIES</b>						
Assist the Managing Director in fulfilling the Business Management Consultancy Services of the business which includes the following (full training will be given to successful candidate):						
<ul style="list-style-type: none"> <li>• ISO Standards Implementation and Auditing (for explanation <a href="#">click here</a>)</li> <li>• Health and Safety Consultancy</li> <li>• Construction (Design and Management) Regulations 2015 Advisor (for explanation <a href="#">click here</a>)</li> <li>• Principal Designer Role (for explanation <a href="#">click here</a>)</li> <li>• Fire Risk Assessments (for explanation <a href="#">click here</a>)</li> <li>• Website Maintenance and Updates (we have several websites and more to develop)</li> <li>• Social Media Marketing (for our online solutions – see our website)</li> <li>• Blog Posting on Websites</li> <li>• Administration Tasks (handling enquiries, bookkeeping, invoicing etc)</li> </ul>						
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>						
<ul style="list-style-type: none"> <li>• Any IT Skills</li> <li>• Any other qualifications should be sent and will be considered during the selection process</li> </ul>						
<b>PREFERRED SKILLS</b>						
<ul style="list-style-type: none"> <li>• Office 365 Suite (Word, Excel, Outlook, PowerPoint etc)</li> <li>• Can follow tasks</li> <li>• Willing to learn new skills</li> <li>• Good communication skills (including in Welsh)</li> <li>• Can work in a team or individually (when trained up)</li> </ul>						
<b>ADDITIONAL NOTES</b>						
This position (for the right person) will hopefully be a long term commitment from the business and the candidate, with the option of the successful candidate becoming a Director in future. The business is customer focussed and thus we pride ourselves on providing a quality service, on time for our Clients. The successful candidate must be punctual and reliable with good communication skills.						
The word "Trainee" will be taken away (and a pay rise) once I am satisfied the successful candidate has achieved the required level for certain activities (can work on own without supervision).						
Interviews will be 50% chat and 50% tasks (IT Tasks etc and ability to follow instructions).						
<b>Reviewed by:</b>	Glyn Hughes			<b>Date:</b>	22/04/22	
<b>Approved by:</b>	Glyn Hughes			<b>Date:</b>	22/04/22	
<b>Last updated by:</b>	Glyn Hughes			<b>Date / Time:</b>	03/05/22 @ 8:00pm (Revision 01)	
Rev: 00	Date: April 2022	Ref: IMS-7.1.2-Job Description				
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