



SSGC LTD

Company description: Private Security Activities

Job Title: Business Administration Trainee

Duration: 6 months

Location: Swindon, UK

Website: www.ssg-net.com

Contact: Frano Lubura (frano@ssg-net.com)

About SSGC LTD: SSGC Ltd, incorporated in July 2002 and headquartered in Swindon, is a private security company supplying risk and security solutions across the UK. SSGC Ltd is SIA Approved Contractor Scheme company among the top 5% in the UK. The company deploys manned security designed to fit the needs of industry, retail, education, healthcare, corporate and government services. The company was a finalist at the Security and Fire Excellence Awards in 2018 and continues to deliver excellence through innovation and motivated team of experts.

Details of The Traineeship Scheme

The trainee would provide administrative support through the rotation system in all departments of the company viz **Operations, Finance, Human Resources, Marketing, and Sales**. This is to fulfil the main goal of the placement in offering the opportunity for trainees to gain valuable work experience, improve skills, and be adequately equipped to enter the world of work.

Essential Requirements

- Interpersonal skills
- Team player
- Knowledge of Microsoft Office applications
- Communication skills (written and spoken English)
- Ability to work on own initiative
- Social and outgoing

Remuneration

- Free accommodation (all facilities included – washing machine, dryer, dishwasher, Wi-Fi) with all bills covered
- Bike
- Company social events/parties
- Recommendation and support with Erasmus paperwork

Skills and competences to attain during the placement

- Organisational skills
- Autonomy
- Problem solving
- Decision making
- Negotiation skills
- Data production and analysis

Application and deadline

Send application and CV (two pages max) to frano@ssg-net.com. Applications are considered on rolling basis subject to applicants' and company needs thus, there is no deadline.

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REGISTERED OFFICE: UNIT 19 - ERGO BUSINESS PARK - KELVIN ROAD - SWINDON - WILTSHIRE - SN3 3JW

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