

Job Description

Job title	Administration Apprentice	Date May 2025
Reports to (title)	Administration Manager	
Contract/Department	Data Centre Sector	Revision
Location	Barnsley	

About EMCOR UK – Why Join Us

At EMCOR UK, we're redefining what it means to manage and maintain the built environment. With a proud engineering heritage and a strong track record in innovation, we deliver intelligent, technology-led facilities management solutions tailored to our customers' needs. Whether it's the big picture or day-to-day operations, we work in close partnership with our clients to deliver consistently exceptional outcomes.

Our purpose is simple but powerful: to create a better world at work. Powered by our unique insight platform, One Data World, we use data-driven intelligence to make informed decisions that adapt to the ever-evolving requirements of our customers. This enables us to deliver smarter, more efficient workplaces—optimising asset performance, reducing environmental impact, and ensuring full compliance, safety, and assurance at every step.

But what truly sets us apart is our people.

We believe our employees are our greatest asset. That's why we invest in industry-leading approaches to wellbeing, employee engagement, and inclusion—ensuring every member of our team feels valued, supported, and empowered to thrive. Our culture of care and continuous improvement is reflected in the outstanding service we deliver for our customers. Because when we look after our people, they look after everything else.

Job purpose

As a Administration Apprentice in our dynamic Data Centre Services team, you'll be stepping into one of the most innovative and fast-evolving sectors of the facilities management industry. This is an exciting opportunity to contribute to high-performing, mission-critical environments where technology meets precision, and every detail matters. In this role, you'll play a key part in supporting the successful delivery of complex projects—ensuring they are completed on time, on budget, and to the highest standards. You'll work closely with cross-functional teams, contributing to commercial and financial performance while upholding our values of integrity, resilience, and sustainability. Your collaborative mindset and drive for results will directly support customer satisfaction and business growth in this technically advanced and financially intensive sector. If you're looking to develop your career in a cutting-edge environment where your impact is visible and valued—this is the role for you.

Duties/responsibilities/accountabilities/deliverables

A Administration Apprentice primarily supports the management of the key elements of the back office function. You will work towards achieving your business administration qualification by undertaking an recognised apprenticeship and ensure all modules are fully completed. Key responsibilities include:

- You will learn how our Skills Matrix is used and book staff on training courses and keep records of all training required, training attended and log all certification and qualification on our simpro system.
- You will report monthly on mandatory courses via Kallidus and communicate to those who are not compliant,
- You will learn how to use our holiday planning system and actively take ownership of this.
- You will learn the job role of the Administrator to enable to cover during holiday and other absence.

Person specification

This job description outlines the key responsibilities of a Administration Apprentice supporting the full lifecycle of the back office function within the data centre and telecommunications sectors. The ideal candidate will bring organisation and support expertise to help drive efficiency and sustainable growth.

Key Skills & Requirements:

- Attention to Detail
- Excellent Communication Skills
- Good at Problem Solving
- Integrity
- Good Organisation skills
- Internal Customer Focus (our staff)
- Time Management
- Continuous Learning & Improvement
- Satisfactory completion of all apprenticeship modules
- Willing to learn and learn more about the Data Centre environment

Preferred Skills:

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- Good knowledge of MS office suite
- GCSE or equivalent qualifications (English and Maths as a minimum)

Other factors relevant to the job

We welcome applicants from all backgrounds and experiences, regardless of age, race, gender, sexual orientation, religion, disability, or any other characteristic that makes you unique. We believe that a diverse and inclusive workforce fosters creativity, innovation, and better problem-solving.

We encourage applications from all candidates and are committed to providing equal opportunities for employment and growth, supported by our inclusive policies and practices.

Join us in building a better world at work.

- 25 Days holidays + Bank holidays
- Holiday Buy Scheme - up to 5 days a year
- Industry leading Maternity & Paternity Policies
- Refer a Friend scheme – worth £500 per referral
- GEMS – Internal recognition scheme with vouchers for Amazon and retail/dining
- Extensive Learning & Development opportunities, including opportunities for progression.
- Access to Flex Benefits: Discount Shopping, Gym, Mobile, Family Activities, Insurance, Dining Experience, Car Leasing and Breakdown Cover.
- Bike To Work Scheme
- Paid volunteering and charity days
- Mediacash – Health cash plan – Benefits covered include dental, optical, physiotherapy and a health & wellbeing.
- Employee Assistance Programme – Offering guidance and advice on Personal, Health, Legal and Financial queries

Line Manager Signature	
Print Name	
Date	

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Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		EMCOR Competency Level		Training Profile UTC	