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West Midlands Trains Internship Office Employment 2025 In UK

Description

West Midlands Trains is offering an exciting opportunity for motivated and ambitious individuals to join our Apprenticeship Internship Program in 2025. This program is designed to give you hands-on experience in office-based roles within the railway industry, providing insight into the day-to-day operations and helping you develop key business skills. You will gain exposure to various departments, contribute to operational projects, and work with experienced professionals to enhance your career development within the transportation sector.

Responsibilities

- **Administrative Support:** Provide general office support, including data entry, document management, and assisting with daily operations across different teams.
- **Project Assistance:** Contribute to various business projects, assisting with research, planning, and coordination tasks, while learning about the rail industry.
- **Customer Service:** Support customer service teams in managing inquiries, providing assistance, and ensuring a smooth operation in relation to office-based functions.
- **Report Creation:** Assist in creating and maintaining reports, presentations, and communications for internal use.
- **Collaboration:** Work with various departments, including operations, human resources, and finance, to help meet departmental goals and deadlines.
- **Learning and Development:** Participate in structured training and development sessions to gain a deeper understanding of the railway industry and the roles within the office environment.
- **Problem Solving:** Identify and assist in resolving issues that arise within the office setting, including improving office systems and processes.

Qualifications

- **Academic:** A minimum of 5 GCSEs (or equivalent) including English and Maths at Grade C/4 or above.
- **Eligibility:** Applicants should be either school leavers or early-career individuals interested in developing a career in the transportation or railway industry.
- **Location:** Must be willing to work at various office locations across the West Midlands region.

Experience

- **Previous Experience:** No formal work experience is required, but any customer service or office-based experience (through work, volunteering, or internships) will be advantageous.
- **Interest in Rail/Transport:** A keen interest in the rail industry,

Hiring organization

West Midlands Trains Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Rail Transportation

Job Location

Birmingham, England, United Kingdom, B33., Birmingham, England, United Kingdom

Working Hours

8

Base Salary

10

Date posted

November 27, 2024

Valid through

20.11.2026

transportation, or customer service roles is desirable.

- **Teamwork Experience:** Experience of working in a team environment, such as in school projects or extracurricular activities, is beneficial.

Skills

- **Communication:** Strong written and verbal communication skills with the ability to work effectively in a team.
- **Organisation:** Excellent organisational skills with the ability to manage multiple tasks, prioritise effectively, and meet deadlines.
- **Attention to Detail:** Strong attention to detail and ability to maintain accuracy in data entry, reporting, and document management.
- **IT Skills:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and comfortable with other office software and technology.
- **Problem-Solving:** Ability to identify issues and suggest practical solutions in an office or administrative context.
- **Adaptability:** Ability to adapt to new challenges and work in a fast-paced, dynamic environment.

Job Benefits

- **Competitive Salary:** A competitive salary with potential for career progression upon successful completion of the apprenticeship.
- **Professional Development:** Structured training, development, and mentoring throughout the apprenticeship.
- **Workplace Exposure:** Experience working within the transport industry and exposure to the day-to-day workings of an office in the railway sector.
- **Employee Discounts:** Access to discounts on travel, rail services, and retail outlets.
- **Pension Scheme:** A comprehensive pension plan to support your future financial wellbeing.
- **Wellbeing Support:** Access to health and wellness programs, including employee assistance schemes.
- **Diversity and Inclusion:** A welcoming and inclusive environment that celebrates diversity and provides equal opportunities for all.

How To Apply

To apply for the West Midlands Trains Internship Office Employment Apprenticeship 2025, please visit the **Careers** section of the West Midlands Trains website. Ensure you have the following documents ready for submission:

- **Up-to-date CV:** Highlighting relevant academic achievements, skills, and any experience.
- **Cover Letter:** Explaining why you are interested in this apprenticeship, what motivates you to join the rail industry, and how you believe your skills will contribute to the role.
- **References:** You may be asked to provide references during the application process.

[Job Vacancies Portal Here:](#)