



Spotlight on Business Administrator Apprentice, Kira Cockledge

Why did you choose to begin an apprenticeship with Mears?

After my initial interview with Mears and learning more about the company and what my role would entail, I knew it was the perfect opportunity for me. The company looked to have the qualities of being reliable, friendly and have a sense of trust. I knew I could progress at Mears and gain the skills needed to develop myself as a business administrator.

What do you enjoy most about your apprenticeship?

The people that I work with. They have supported me throughout my apprenticeship, and I know I can turn to them for help and support if I need it. I love meeting new people and building relationships and my role allows me to do that on a daily basis.

What advice would you give anyone thinking about taking on an apprenticeship?

An apprenticeship is perfect if you are interested in a specific job area. You're able to develop your skills and begin/progress within that sector. There are many types of apprenticeships out there so you will not be limited by choice. Choose what suits you best.

What are you looking forward to learning during the rest of your apprenticeship?

I have already learnt lots whilst completing my apprenticeship with Mears and I am still continuing to learn. Being able to take minutes for an official health and safety meeting is what I am looking forward to next as this will be a new task.

What does a typical day look like during your apprenticeship?

My day starts at 8am. I look on my calendar to see what I have scheduled for the day and start completing my tasks. These include replying to enquiries, organising meetings and answering the phone to staff and tenants. I take 30 minutes out of my day to complete college work.

What is one piece of advice you would give yourself if you were starting your apprenticeship again?

Have confidence and believe in my own abilities. Don't be afraid to challenge myself and ask questions, my colleagues will always help and support me.

What do you think about Mears' apprenticeship opportunity?

The Mears apprenticeship scheme offers lots of support and guidance to progress in your desired field of work. There are a wide range of job opportunities to choose from including business roles and trade roles, so apprentices get to focus on what they're interested in.

What skills have you developed since starting your apprenticeship?

I have really developed my communication skills which has helped build my confidence when speaking to colleagues and tenants.

Learn more about our apprenticeships on our website here:

<https://careers.mearsgroup.co.uk/apprenticeships>

