Business Operations Apprenticeship

Ricoh Printing Solutions Europe, Stirling, Scotland, FK9 5NP

Are you a motivated, hard-working, innovative and ambitious individual with a passion for learning by doing? If the answer is "YES!" then apprenticeship at Ricoh could be right for you! Join us and you will learn from the best...

Apprenticeships with Ricoh

An apprenticeship with Ricoh is a fantastic opportunity for you to gain practical, industry experience and achieve qualifications relevant to your chosen career path – all whilst earning a wage! As an apprentice, you will develop your skills by working within our key business areas specific to your programme and be supported by a designated mentor. A learning provider will also work with you to achieve academic qualifications and specialist skills which you can then transfer back into the workplace.

Business Operations Apprenticeship

During this 3-year apprenticeship, you will learn how to support and enhance core business operations within a fast-moving, digitally enabled workplace. Through real-world engagement with operational teams, you will gain hands-on experience in managing business information, optimising workflows, and contributing to organisational productivity. You will learn to gather and present data, using digital tools and reporting techniques to support resource planning, service delivery, and stakeholder communication. As your confidence grows, you will also learn to streamline administrative processes, coordinate business activities, and support the management of stock, systems, and documentation. This programme will help strengthen your teamwork and collaboration skills through cross-functional project work, whilst enhancing your understanding of digital business systems, information compliance and archiving solutions. There will be opportunity to contribute to operational improvements, from identifying performance gaps to supporting process transformation and innovation, plus involvement in producing business documentation, managing records, and supporting project delivery. This role is based within our business operations and support teams, where you will be trained to become an adaptable and confident operations professional. With a strong foundation in data literacy, people-focused collaboration and problem solving, this programme will suit those seeking a practical and impactful career path within a supportive, highly integrated team, in the world of business operations and continuous improvement.

Entry Requirements

Applicants should have achieved or be predicted to achieve 3x Higher's at Grade C and above, ideally including Business. Applicants should have also achieved 5x N5's at Grade C and above, including English and Maths.

Study Method

This apprenticeship will be delivered in partnership with Forth Valley College. You will start by working towards achieving your SVQ2 in Business and Administration (SCQF Level 5) which typically takes 12 months to complete.

Upon completion of your SVQ2, there will then be opportunity to advance on to SVQ3 in Business and Administration (SCQF Level 6) which typically takes 18 months to complete. These are work-based qualifications, so you will be based on site full-time to gain the learning and evidence you will require to complete these qualifications. We will allocate you time during the working week to focus on completing your qualifications. You will be supported by a workplace mentor, and a college assessor will regularly visit you in the workplace to review your progress. You will also receive additional workplace training relevant to your programme, and opportunity to take part in wider company projects.

Additional Information

Working hours: 7:30am - 4:15pm (Monday to Thursday) and 7:30am - 11:30am (Friday)
Enhanced holiday entitlement
Starting salary: £14,527 per annum which increases annually as your skills develop
Award winning apprenticeship programme
Excellent workplace benefits!

Start Date: Monday 11th August but can be flexible on start date (to be discussed with candidates who are shortlisted).

To apply visit: ukproducts.ricoh.com/careers

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