

# COMMERCIAL APPRENTICESHIP

*“At Ricoh, we empower individuals to find Fulfillment through Work by understanding and transforming how people work so we can unleash their potential and creativity to realise a sustainable future”*



## ADDITIONAL INFORMATION:



### Working Hours

8:15am - 5:00pm  
(Monday to Thursday)  
8:15am -12:15pm (Friday)



### Accreditation

Investors in People  
'Gold' status  
employer.



### Salary

Starting salary of £12,874  
per annum with  
potential to grow as you  
gain more experience.



### OTHER

Paid holiday  
entitlement & excellent  
workplace benefits.

## WHY RICOH?

An apprenticeship with Ricoh is a fantastic opportunity 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 a number of our key business areas specific to your programme and be supported by a designated mentor.

## DURATION

Our Commercial apprenticeship is a 3 year programme.

## THE ROLE

Throughout the apprenticeship, you will develop key skills in business administration, IT, finance, planning / procurement, data analysis and project management. As an apprentice you will work in a number of our key business areas, with a view of specialising in one of these areas in the final year of your programme.

## QUALIFICATION

Over the course of your apprenticeship you will work towards achieving your Level 3 in Business Administration and HNC Level 4 in Business Studies. You will be required to attend your study on a block release basis with the remainder of time spent at Ricoh to complete on-the-job training and develop workplace skills.

## ENTRY REQUIREMENTS



Applicants should have achieved / be predicted to achieve 2 A Levels (or equivalent) at A\*-C, and must have achieved 5 GCSE's at A\* - C (or 4 - 9) including English, Maths and IT.

