

Business Apprenticeship – Job Description

Kohler Mira operates under 3 successful brands: Kohler UK, Mira Showers and Rada. We have a strong history of apprenticeships and aim to offer valuable training and experience which benefit both our businesses and the individuals gaining them.

If you are enthusiastic, ambitious and driven, we challenge you to join us as a **Business Apprentice**, become a part of our ever-growing apprenticeship scheme, and take advantage of the opportunities we provide to develop your skills.

Basic Function / Job Summary

You will learn and obtain experience in the fundamentals of four key departments:

- Marketing
- Customer Services
- Supply Chain
- Rada (our commercial business).

Your apprenticeship will last for 24 months, during which time you will rotate around each of the above departments, working on projects that support your development and align to your apprenticeship. You will be taught, and will put into practice, business skills which will be key for a junior role within Kohler Mira.

Key / Specific Responsibilities

In order to develop relevant and transferable skills, you will be enrolled onto a Level 4 Project Management apprenticeship with Wiltshire College*, which will support you as you grow in your role. This part-time study will provide you with the opportunity to apply your learning to real-life business projects.

The placements you complete will give you a broad view of the business and help identify your strengths for a role in one of the following areas:

- **Supply Chain:** encompassing everything related to getting the right products, from the right places at the right time and in the right quantities, and at the right cost
- **Marketing:** comprising all aspects of the marketing mix including product marketing, routes to market and communications
- **Customer Services:** at the frontline of the business, your success will rest upon the delivery of the highest standards of service and customer satisfaction for the entire Kohler Mira product range
- **Rada:** gaining experience of our brand, focused on shower and washroom controls for commercial and public buildings

Where applicable, you will also experience business functions outside of these areas to gain a full understanding of our business.

Regular time for self-reflection and review, and one to ones with your manager will be in place. You will also be able to access, and utilise, our comprehensive Associate training

courses and materials. This will support you to regularly review your strengths and areas for development, and for two-way feedback.

As an apprentice you will also:

- Support and be a part of the Kohler Mira Apprentice Community
- Support STEM at Kohler Mira
- Participate in Charity events
- And more!

Person Specification

- A minimum of 5 GCSEs (A* - C or 9 - 4) to include English, Maths
- Successful completion of Level 3 qualification (e.g. A-Level, BTEC etc.) with grades (or predicted grades) equating to 96 UCAS points or above (typically 3 C's at A-level).
- Suited to students with an interest in any of the following: business, economics, maths, understanding the connected world (technology), sustainability, supporting people
- Strong desire to learn and develop, using open thinking and able to easily adapt to new ways of working
- Able to demonstrate involvement in extra- curricular activities. This may include:
 - Hobbies or voluntary work
 - Previous work experience
 - Involvement in personal or school-based business initiatives (e.g. STEM, Young Enterprise etc.)
- Good IT skills - A working knowledge of Microsoft office programs is sufficient, and ability to pick up new software
- Ideally able to demonstrate a strong work ethic, e.g. through part time employment and/or voluntary activities

Core Competencies

Build trust:

- Can do attitude and approach
- Support other and get involved
- Be a team player

Drive Continuous Improvement:

- Open to new things/adaptable
- Proactive and able to use your initiative
- Able to prioritise your time to achieve results

Focus on the End Customer:

- Inquisitive to learn and understand
- Can deal with ambiguity – able to make insights from different information and work on different projects
- Understand, and consider, the impact on the end customer

Set High Standards of Performance:

- Organised and structured in your approach
- Hard working/conscientious
- Take ownership of your work

Find out more

If you're interested in finding out more about our business and this opportunity, join us at our open evening Wednesday 22nd January 2020, 4pm – 7pm. Site tours will be running every 30 minutes from 4.30pm. Email earlycareers@mirashowers.com to reserve your space.

How to Apply

Applications can be made via our website: www.mirashowers.com/earlycareers

Your application should include both a:

- CV outlining any relevant qualifications, skills and achievements
- Personal statement outlining why you want an apprenticeship with Kohler Mira (max. 400 words)

Applications close on Wednesday 12th February.

*If your application is successful at stage 1, the next step will be to attend a mandatory assessment centre on **Wednesday 4th March 2020**. Please ensure you are available to attend before submitting your application.*

**We continually review the quality of our training providers to ensure that our apprentices are receiving the highest standard of training and so reserve the right to change provider or the apprenticeship you are enrolled on, if this is required to fulfil our obligation to you. You will always be enrolled on a course that is relevant to your apprenticeship. Kohler Mira adheres to the apprenticeship standards framework. Therefore, this programme may be subject to changes, if made at a national level.*