

## **Business Apprenticeship – Job Description**

Kohler Mira encompasses 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 working towards 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 three key departments:

- Marketing
- 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:** This is a very large and very important function within the business. It covers inbound supply of components all the way through to delivery of products to our customers. From suppliers receiving purchase orders, to the business receiving the components through to having a finished product produced, packed, and distributed from our warehouse. Some areas within the Supply Chain that you would experience are (but not limited to) Purchasing, Material Control, Value Engineering, Logistics, Warehouse and Quality.
- **Marketing:** In the marketing rotation you will be part of a high-performing team that manages all aspects of the marketing mix. In a highly varied placement, you could participate in developing and launching a new product, working with Mira's wide customer base to understand exactly the right products for their customer and how a top UK brand measures, manages and communicates with its consumer and installer audiences.

- **Rada:** Rada covers the commercial (business to business) brand within Kohler Mira, supplying product to places such as hospitals, leisure centres and student accommodation. While on placement in Rada you will work on projects that will have a real effect on the business. These will cover all aspects of the Global Rada brand, from researching and introducing a new product to the range, including developing a 'go to market' strategy and supporting marketing materials to working with Rada customer services and external marketing agencies and web developers on other projects. (Restrictions allowing) this could also include some travel to one of Rada's subsidiary companies in the Netherlands and Germany.

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

### **Key Behaviours**

- Show initiative in different situations
- Be curious, experiment and innovate
- Be a team player
- Take responsibility and be accountable for your actions and decisions.
- Show an ability to prioritize effectively
- Show an ability to listen well and work to improve the experience of our customers.

## **Find out more**

If you're interested in finding out more about our business and this opportunity, join us at our virtual open evening week on Tuesday 1<sup>st</sup> December 2020 or Wednesday 20<sup>th</sup> January 2021. Email [earlycareers@mirashowers.com](mailto:earlycareers@mirashowers.com) for next steps to reserve your space on your preferred sessions.

## **How to Apply**

Applications can be made via our website: [www.mirashowers.com/earlycareers](http://www.mirashowers.com/earlycareers)

Your application should include both a:

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

## **Applications close on Wednesday 10<sup>th</sup> February 2021.**

*If your application is successful at stage 1, the next step will be to attend a mandatory assessment centre on **Tuesday 2<sup>nd</sup> March 2021**. 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.*