



# Business Operations Administrator



**LEVEL 3**



**LEVEL 3**  
ADVANCED



**TYPICAL DURATION**  
16 MONTHS



**TRAINING METHOD**  
BLENDED



**ASSESSMENT METHOD**  
PORTFOLIO



**FUNDING VALUE**  
£5,000



**EPA ORGANISATION**  
INNOVATE

## COURSE OVERVIEW

**LEARN CRITICAL BUSINESS SKILLS AND HOW TO ENGAGE WITH DIFFERENT PARTS OF A BUSINESS. GAIN KNOWLEDGE OF PROJECT MANAGEMENT TECHNIQUES TO MANAGE RESPONSIBILITY AND BUSINESS OPERATIONS**

This funded training programme is designed to support staff members people who perform operation administration and interact with internal or external customers. Become an outstanding written and verbal communicator and gain confidence in managing business priorities.

Build the foundations for a business career combining practical knowledge and skills in one. Develop strategies to support business operations and collaborate with different departments.

### ROLE PROFILE

The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services within a business. Business operations administrators perform day-to-day business activities, ensuring everything operates smoothly. Develop key skills in areas such as communication, problem solving, attention to detail, technology, organisation and time management relevant to the business.



### QUALIFICATIONS INCLUDED

Business Administrator  
Level 3 Standard

### TYPICAL JOB ROLES

Data Administrator, Business Coordinator, Team Leader, Supervisor, HR Assistant, Team Administrator, Office Administrator, Secretary or Personal Assistant.

### PROGRESSION ROUTES

This role may be a gateway to further career opportunities, such as management or senior support roles.

## WHAT TO EXPECT FROM LMP EDUCATION

- Monthly Learning Progression for Steady Growth
- Real-World Applications from Day One
- Comprehensive Leadership Toolkit
- Tailored Support with Mentorship
- Diverse Learning Methods for All Types of Learners
- Prepare for Future-Ready Leadership
- End-Point Assessment (EPA) Ready
- Experienced Tutors and Delivery Support Team

## Contact Us

[WWW.LMPEDUCATION.ORG](http://WWW.LMPEDUCATION.ORG)  
[INFO@LMPEDUCATION.ORG](mailto:INFO@LMPEDUCATION.ORG)  
#InspiringAmbition

