

Job Title		
Department: Legal	Company: <b>AESSEAL plc</b>	Job Ref. No:
Reporting to: General Counsel	Location: <b>Rotherham - Mill Close</b>	
Job Holder's Name:	Signed:	Date:
Manager's Name: Angelika Jankowska	Signed:	Date:

## Job Purpose

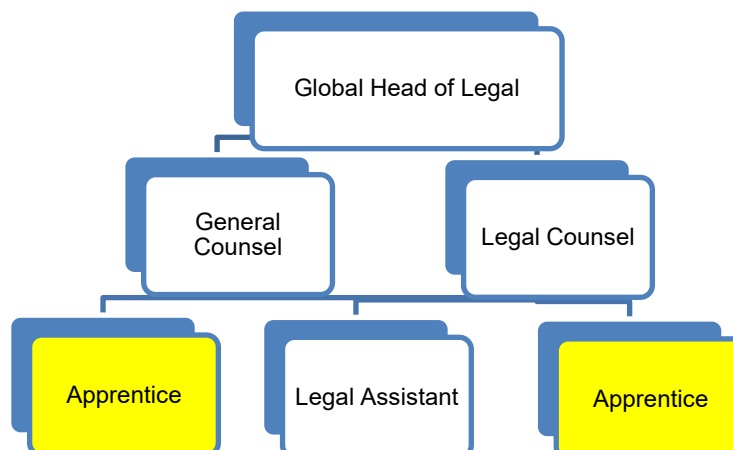
The Business Administration Apprentice role offers structured development within a professional legal environment, combining practical experience with formal apprenticeship training, and supporting the smooth day-to-day operation of the Legal function.

The purpose of this role is to provide comprehensive administrative and operational support to the Legal team across the AES Engineering Group. This role will assist with the effective management of legal records, contracts, documentation, and databases, ensuring information is filed correctly, accurate, accessible and secure.

## Job Dimensions

The Legal team supports the wider AES Engineering Group, which includes multiple UK and international entities and overseas branches. The Business Administration Apprentice will work closely with the General Counsel and Legal team members, providing administrative support across a broad range of legal activities, including (but not limited to) contract management and filing and liaison with external and internal parties.

## Organisation Chart



## Principal Accountabilities

- Provide general administrative support, including answering telephones, managing incoming queries, scanning, printing, filing, and document handling.
- Create, maintain, and improve structured filing systems for legal documentation, both digital and physical.
- Review and amend contracts such as (but not limited to) non-disclosure agreements with the relevant training provided.
- Produce relevant documents, correspondence, meeting notes and presentations using Microsoft Office tools.
- Draft correspondence relevant to legal matters as requested by the team.
- Proofread legal and corporate documents for accuracy in spelling, consistency, and clarity.
- Assist with diary coordination and meeting preparation.
- Communicate professionally with internal colleagues and, where appropriate, external parties such as clients, financial institutions, regulators, and public notaries.
- Assist with research tasks in support of legal queries, projects, or audits.
- Provide flexible, ad hoc support to the Legal team and assist with cross-functional tasks when required.
- Handle confidential and sensitive information in accordance with GDPR, the Data Protection Act, and internal policies.
- Demonstrate initiative, sound judgement, and the ability to manage competing priorities in a calm and organised manner.

**N.B this list is not exhaustive, the job holder is required to carry out reasonable tasks within the level of skill and ability.**

## Skills, Knowledge and Experience

Criteria	Essential	Desirable
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Demonstrable proficiency in written English, including grammar, punctuation, and spelling</li> <li>2. Willingness and eligibility to undertake the Business Administrator Level 3 Apprenticeship</li> </ol>	<ol style="list-style-type: none"> <li>1. GCSEs (or equivalent) including English Language and Mathematics</li> <li>2. A-levels or equivalent further education qualifications</li> <li>3. A-level in Law (and/or Politics)</li> </ol>

<p><b>Skills &amp; Knowledge</b></p>	<ol style="list-style-type: none"> <li>1. Strong IT skills, with the ability to use Microsoft Word, Excel, Outlook, and Microsoft 365 tools effectively</li> <li>2. Excellent attention to detail and accuracy</li> <li>3. Ability to organise, prioritise, and manage a varied workload</li> <li>4. Clear written and verbal communication skills</li> <li>5. Understanding of the importance of confidentiality</li> </ol>	<ol style="list-style-type: none"> <li>1. Any previous understanding of law or legal contracts</li> <li>2. Ability to work under pressure and still maintain a high level of accuracy and attention to detail</li> </ol>
<p><b>Experience</b></p>	<ol style="list-style-type: none"> <li>1. No prior legal experience is required as training will be provided</li> </ol>	<ol style="list-style-type: none"> <li>1. Previous experience providing administrative support</li> </ol>
<p><b>Character</b></p>	<ol style="list-style-type: none"> <li>1. Highly organised and reliable</li> <li>2. Proactive, motivated, and willing to learn</li> <li>3. Able to work calmly under pressure while meeting deadlines</li> <li>4. Professional telephone manner</li> <li>5. Ability to work independently as well as collaboratively within a team</li> <li>6. Strong sense of responsibility and discretion when handling confidential matters</li> </ol>	<ol style="list-style-type: none"> <li>1. Confident dealing with professionals and stakeholders</li> <li>2. Adaptable and open to new ways of working and continuous improvement</li> <li>3. Positive, “can-do” attitude with a commitment to delivering high-quality support</li> <li>4. Desire to contribute to a supportive, collaborative, and positive working environment</li> </ol>

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## **AESSEAL® overview**

AESSEAL® is part of the AES Engineering Ltd Group, a global engineering and reliability leader with sales exceeding £283 million. We design and manufacture mechanical seals and seal support systems that keep industry moving, and our innovations are engineered to minimise environmental impact, helping customers cut waste, save energy and combat climate change.

We're proud of an exceptional reputation and an equally strong commitment to social responsibility.

Careers at AESSEAL® are built on opportunity. We develop talent from apprenticeships upwards, give people room to grow, take on responsibility and progress into management roles.

Explore our day-in-the-life videos to meet the teams and see what your next role could look like. Employees are encouraged to make a difference beyond the day job, working with schools to inspire future engineers and entrepreneurs, sponsoring GUTS events, and driving our mission to achieve global Net Zero.

Our culture of excellence is recognised with 16 King or Queen's Awards and numerous ISO certifications across quality, health and safety, environment, cybersecurity and more. With year-on-year sales and profit growth, and over £61 million invested in facilities and machinery, AESSEAL® offers the resources, stability and ambition that make it a uniquely rewarding place to work.



## Our core values

Our Purpose is to give our customers such exceptional service that they need never consider alternative sources of supply.

1. We pursue excellence in order to continuously improve.
2. We promote, embrace and manage change.
3. We champion honesty and fairness.
4. We are committed to protecting the environment.
5. We create an environment where we are happy at work.

Our vision is to become the leading global reliability business, delivering solutions to help industries save water, energy, cut pollution, and create a better world.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today we have 69 businesses from 108 locations, serving over 100 countries, and employ a global network of sales engineers and technical support specialists.



## The benefits

At AESSEAL<sup>®</sup>, we recruit and develop the most talented individuals, whether that's in engineering, sales, service, or support roles.

Working collaboratively across our global operation, we are one 'family' community, where teamwork is encouraged and clarity, mutual respect, and understanding are key. If you would like to find out more about our current vacancies and apprenticeship schemes, please navigate using the careers menu.

## What are the benefits to working for AESSEAL<sup>®</sup>?

1. Pension Scheme including Salary Sacrifice
2. Aspire to Retire Scheme
3. Life Assurance
4. Length of Service Scheme (5 years, 10 years, 15 years, 20 years, 25 years, 30 years and 35 years)
5. Mindful Employer – Supporting Mental Health
6. Cycle2Work Scheme
7. EV Car Scheme – partnered with Octopus Energy
8. BenefitHub – exclusive discounts, rewards and cashback
9. STAR Awards - £250 Amazon Voucher
10. Sporting Tickets
11. Westfield Health cover at discounted rates
12. Help@Hand – Employee Wellbeing and Mental Health
13. AES Tree Walk
14. Free On-Site Parking and EV Charging Facilities

