

“Get as many qualifications you can as this will really bring out your CV”

Introduction

I have worked for Gregory's over three years now, I started as an apprentice; after a year of being taught and trained I successfully completed my apprenticeship; I then got offered the position permanently. I think Gregory Distribution is a great company to work for because there are lots of different opportunities. The company is always growing so my job role is getting bigger and I'm taking on more responsibilities.



Image: Natalie, Compliance Administrator – Gregory

How did you get started in your career?

My tutor guided/helped me find the apprenticeship vacancy with the Business Support & Compliance team, after the one-year apprenticeship, before I knew it I got a promotion for a full time job at Gregory's.

Can you outline a typical work day?

My job role involves a wide variety of administrative and coordination activities relating to compliance such as dealing with phone calls and emails from internal/external employees, Driver CPC imports, producing accurate reports and amending digital data.

What do you enjoy most about your job?

I enjoy working in a small busy team as we're always occupied with a variety of responsibilities/jobs; I also enjoy talking to the different people in the company as most of them are friendly, supportive and very helpful.

What skills are important for anyone wishing to start in your profession?

It's very important to be an individual with a strong team and work ethic who can apply a flexible approach to their work. Customer service and strong communication is key as you deal with lots of phone and email queries.

What main personal attributes do you think is important for your type of job?

It's crucial to be organised and on the ball as the department supplies the training required for drivers so it's important you provide them with the correct equipment (such as booklets etc.) You will need to be well-mannered and strong especially if you have difficult customers to deal with.

Do you have any tips or suggestions on how young people and adults can get into a job like yours?

Make sure you practice your interview skills for example make sure you know the background of the company and enough detail about your job because first impressions are essential. Apprenticeships are a good way of getting into a job as you get to show the company what you can really do.

What career progression opportunities are available in your business/sector?

My next step would be to take on more responsibility and become a Warehouse Supervisor where I'm leading a team of people doing what I do now. After that – perhaps Warehouse Manager!

What trends do you predict for your industry within the next 10 years? E.g. is it a growing market requiring more young entrants

I think we'll just get busier and busier, things may change but we adapt to changes all the time – it's just part of how it is.

General words of wisdom

Get as many qualifications you can as this will really bring out your CV and will look more appealing than others. Also if you can try and get any experience within the company even if it's something as little as work experience because this will give you a head start.

Further contact/information

If you are inspired by Natalie and would like to get in touch with her, please email inspiringsouthwestncs@prospects.co.uk with your enquiry and we will pass on your contact details.