

Suzanne Hunter
Administrative Assistant

Suzanne completed a two year hairdressing apprenticeship after finishing school but then decided that hairdressing was not for her and took a factory job. After a couple of years she realised that she wanted a career in Business and successfully applied for an apprenticeship in the Planning department studying Level 2 business administration. After a year in the post and 60% through her apprenticeship Suzanne applied for an internal post as Administrative Assistant in Property Services. She is currently learning lots of new skills and working towards completion of her Level 2 qualification.

"My apprenticeship gave me the opportunity to restart my career and focus on what I really wanted to do with my life. Working as an apprentice in Planning gave me a real understanding of what the councils do, who does what and how the organisation works.

Now working in Property Services I am really using my administrative skills; covering the helpdesk, managing finances and dealing with utilities. Next week I am learning the new GIS system to do mapping – it's very new, but I am looking forward to it."

