

Apprenticeship Vacancies

Start date from September 2025

Annual salary - £23,587.20

Full time position (36 hours a week)

Cardiff Bay

Are you looking to develop your career in a global financial services organisation? We have a fantastic opportunity to join Atradius as an apprentice. Our apprenticeship programme allows you to learn the business from the ground up whilst studying for a recognised business qualification. An apprenticeship is a great choice whether you are leaving school or college, returning to work after a break or looking to start a new career.

Atradius

The Atradius Group provides insurance and collections services worldwide, and has a presence in 52 countries. The products offered by Atradius protect companies around the world against the risks associated with selling goods and services on credit.

Atradius has over 3,000 staff members all around the world. Our UK Headquarters in Cardiff Bay employs over 350 people working in a range of departments including Underwriting, Sales, Account Management, Collections, Claims and IT. You can read more about us on our careers site: ["United Kingdom - Working at Atradius"](#)

Job Description

We are currently seeking two apprentices to join our Commercial department.

The role of the apprentice is to provide administration support to your colleagues, helping them to deliver an excellent service to our customers in our Customer Service and Policy Support Department. You will work with friendly and experienced colleagues who will teach you the key skills required to work in a business environment. Skills including organisation, administration, customer service, teamwork and the ability to work in a fast-paced environment.

As your skills and confidence grow, there will be opportunity to take on more responsibilities, which will prepare you to apply for other roles in the business when you have completed the apprenticeship.

What you will learn:

- How credit Insurance works.
- How your role fits into the wider business and what value you can add.
- How to engage with customers and build fulfilling long-term relationships.
- You will also complete a fully funded Business Administration qualification delivered by ALS training. More information on the course can be found here: (Apprenticeship in Business Admin (alstraining.org.uk))

What we are looking for

We are looking for someone with a positive attitude who can work collaboratively with colleagues. You will have a real desire to exceed customer expectations and a willingness to learn new skills. You will be A Level qualified and IT literate (experience of using basic Microsoft packages such as Excel, Word, Outlook). Some customer service/ administration experience would be desirable but is not essential because full training will be provided.

You must also meet the eligibility requirements for the Level 3 Business Administration course (a minimum of 5 GCSE passes, including Maths and English).

What do we offer?

- Competitive apprentice salary, pension scheme plus other benefits
- Comprehensive on-the-job training
- Sports and Social club who organise our Christmas, Halloween and Summer parties and a range of other events throughout the year
- A fully funded qualification and support towards your studies
- Good career progression opportunities
- Experience of working for an international company
- On site gym, subsidised restaurant, coffee shop and games room
- Monthly wellbeing hour
- Employee Assistance Programme
- A range of other flexible benefits and rewards

Equal opportunities for all

The success of our organisation stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that

all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

Do you have any questions about our offer?

Please contact Melanie Lewis on 02920 824247 or by e-mail at Melanie.Lewis@atradius.com

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

Atradius is a global provider of credit insurance, bond and surety, collections and information services, with a strategic presence in over 50 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit. Atradius is a member of Grupo Catalana Occidente (GCO.MC), one of the largest insurers in Spain and one of the largest credit insurers in the world.

You can find further information on our website: <https://group.atradius.com>