



Business Administration

Following the success of our 2019 Apprenticeship Programme we are delighted to provide further opportunities for talented individuals to embark on an exciting career in one of the world’s most dynamic and enduring industries.

ASCO offer a two year Modern Apprenticeship in Business Administration which operates from our Aberdeen and Peterhead operations.

ASCO is the leading materials management and logistics company for the global energy industry. Headquartered in Aberdeen, Scotland, ASCO operates from over 60 global locations, which ensures it has an on-the-ground presence in key oil and gas hubs around the world.

As the essential partner for global energy materials and logistics management, ASCO works with the world’s largest oil and gas operators to deliver safety and service excellence.

Digitalisation and modernisation are at the heart of operations at ASCO. The Group’s innovative processes and systems mean the company is at the forefront of driving supply chain efficiency.

ASCO offers an integrated service which includes end-to-end solutions spanning supply base management, materials and warehouse management, waste management, decommissioning, transport and logistics, training, personnel provision, fuel services and marine management.

It combines this with specialist technical and advisory services across marine, materials, inventory and lifting operations, and world-class technology via its proprietary integrated Logistics Management System (iLMS), to meet the needs of oil operators across the world.



To see ASCO’s integrated Logistics Management System in action [click here](#)

“ We recruit innovative people who help us secure our place at the forefront of the industry. In return, we develop our talent and provide career opportunities for those who are motivated and passionate about being the best. ”

Our values

What **we Believe** in

**Work Safe,
Live Safe**



We believe in the sanctity of life. We pledge to do all we can to preserve quality of life for every person who comes into contact with our business.

We are all safety.

**A Passion for
Service Performance**



We believe in being the best at what we do. We believe in doing it right, first time, on time, every time.

We are professionals.

**Fair and
Respectful**



We believe all people are equal, and every person deserves to be treated fairly and with respect, regardless of who they are or where they are from.

We are all equal.

**Transparent and
Collaborative**



We believe in honesty and sharing. We believe in courageous and open communication, driven by a conviction to work together to improve our work.

We are all one team.

**Reward and
Recognise our People**



We believe our people should be rewarded and recognised for their work. Whether routine or going the extra-mile, we value our colleagues commitment and loyalty.

We make a difference together.

How does it work?

This exciting opportunity is open to applicants with the motivation to work hard, with an aptitude to learn and the drive to be the best, ensuring ASCO continues to deliver more for our clients.

The educational element of the ASCO Apprenticeship is through the attainment of the N/SVQ Level 3 in Business Administration.

Practical and operational experience will be gained in various areas within the location.

How do I apply?

Are you self-motivated, enthusiastic with a desire to develop new skills and behaviours? To apply you will be able to demonstrate achievement of a minimum of five National 5 / 6 grades including Administration & IT or Business (or equivalent i.e. Standard grades at credit level/ GCSE).

A grade C or above in Higher English and Maths would be an advantage and you should have good communication and organisational skills.

Your CV must include education exam results along with any training or employment undertaken.

Remember to specify which ASCO location you would like to be considered for: Aberdeen or Peterhead.

If you are interested in more than one application, please detail this in the Additional Information section of our application form.

Closing date for applications is 10th November 2020.

Eligibility to Work in the UK is essential.

What happens next?

All applications will be reviewed before selected candidates are invited to attend an Assessment Day at in November/early December 2020.

Successful applicants must be available to start work from early January 2021.

Stand out from the crowd!

We would welcome any additional information about you.

Tell us about your hobbies, interests and why you would make a successful ASCO Apprentice.

Application Process

CURRENT EMPLOYEES

Submit your up-to-date CV direct to careers@ascoworld.com ensuring your line manager is copied within the email.

EXTERNAL APPLICANTS

Visit the Careers page of our website www.ascoworld.com, select the relevant vacancy and follow the Apply Online instructions.

