



I started my working life at the age of 17 as an Office Junior with an electrical contractor in Aberdeen. After four and a half years there, I changed my career path and secured a role within the oil and gas industry as a Trainee Service Co-ordinator.

Unfortunately, due to the economic downturn caused by COVID-19, the role was made redundant in October 2020. Suitable roles being advertised in the Aberdeen area were far and few between and I struggled to secure any interviews.

Following 5 months of being unemployed, I was made aware of the Kickstart Scheme by my local job coach. I applied for a vacancy for the role of an Administrator with Bell Group under the Kickstart Scheme in March 2021.

Having reviewed the job description and discussing that with my local job coach, I felt that I had the necessary skills and experience due to my previous experience. I secured an interview and was delighted that I was successful and subsequently offered the position.

I started my career with Bell Group on 6th April 2021 working from home as all the offices were still closed due to the pandemic. Initially, this proved to be challenging as I tried to learn the ropes. At the time, the new ERP system was introduced.

During my first day at Bell Group, I completed 5 induction courses on our learning portal IHASCO such as Cyber Security Awareness, GDPR and Mental Health Awareness. I was also enrolled as a first aid appointed person and completed my Display Screen Equipment course.

I understood and picked up the ERP system very quickly and I also helped my colleagues understand and use the system in the best and most efficient way.

During the course of my placement, I was given responsibility for processing purchase invoices making sure the goods have been receipted correctly. Processing sales invoicing and emailing to clients. Daily administrative duties within our branch and recording training and tool box talks. I now take on full responsibility of the branch training plan and record the courses efficiently.

During my 6 months at Bell Group I have developed my basic understanding of the painting industry including the different products and suppliers and feel my knowledge of this will expand further with the more experience I have. I am pleased to be getting kept on following my placement as I will be able to do that/

My goal going forward is to help the Aberdeen branch grow with more Operatives and progress and develop my role further.