

'Promoting Dudley opportunities for young people

VACANCIES WEEK COMMENCING 16TH MARCH 2015

THIS WEEK WE HAVE THE FOLLOWING VACANCIES:

- **RETAIL ASSISTANT**
- **RETAIL ASSISTANT**
- **CUSTOMER SERVICES ASSISTANT**
- **NURSERY ASSISTANT**
- **RETAIL ASSISTANT**
- **BUSINESS ADMIN ASSISTANT**
- **NURSERY ASSISTANT**
- **SALES ASSISTANT**
- **CONSTRUCTION ASSISTANT**
- **JOINER ASSISTANT**
- **SERVICE SPECIALIST ASSISTANT**
- **CHILDCARE ASSISTANT**
- **IT NETWORK SUPPORT ASSISTANT**
- **BUSINESS ADMIN ASSISTANT**
- **WAREHOUSE ASSISTANT**
- **SOFTWARE ASSISTANT**
- **SHIFT MANAGER ASSISTANT**
- **ADMIN ASSISTANT**
- **WAREHOUSE AND STORAGE ASSISTANT**
- **SALON ASSISTANT**
- **SALON ASSISTANT**
- **IT SUPPORT ENGINEERING ASSISTANT**
- **NURSERY NURSE ASSISTANT**

If you are interested in applying for any of these vacancies please contact Connexions or, alternatively, register on the National Apprenticeship website.

If you are having difficulty in registering then Connexions Advisers can support you in doing this.

RETAIL ASSISTANT

NAS REF: 587663 IO REF: 5611 AREA: BRIERLEY HILL

Vacancy Description

Aldi is the fastest-growing supermarket in the UK today. We have over 9,000 stores (in over 18 countries) offering our wonderful customers the best quality products at a price they love. But it's our people who make our business really special. We pride ourselves on being able to offer ambitious individuals a place to spread their wings and explore their true potential. Which is why Aldi is such a great place for bright young Apprentices.

Key Details

Working Week Monday to Sunday 30 hours (Various Shifts)

Weekly Wage £ 159.00

Number of Vacancies 1

Key Dates

Closing Date For Applications 09/09/2015

Interview Begin From 14/09/2015

Possible Start Date 21/09/2015

Training

Training to be Provided

Skills Required

Great communication skills

Proactive

Able to use own initiative

Qualifications Required

GCSE Maths and English (Or Equivalent) grade A-C

RETAIL ASSISTANT

NAS REF: 587689 IO REF: 5612 AREA: DUDLEY

Vacancy Description

Aldi is the fastest-growing supermarket in the UK today. We have over 9,000 stores (in over 18 countries) offering our wonderful customers the best quality products at a price they love. But it's our people who make our business really special. We pride ourselves on being able to offer ambitious individuals a place to spread their wings and explore their true potential. Which is why Aldi is such a great place for bright young Apprentices.

Key Details

Working Week Monday to Sunday 30 hours (Various Shifts)

Weekly Wage £ 159.00

Number of Vacancies 2

Key Dates

Closing Date For Applications 09/09/2015

Interview Begin From 14/09/2015

Possible Start Date 21/09/2015

Training

Training to be Provided

Skills Required

Great communication skills

Proactive

Able to use own initiative

Qualifications Required

GCSE Maths and English (Or Equivalent) grade A-C

CUSTOMER SERVICES ASSISTANT

NAS REF: 585707 IO REF: 5613 AREA: HALESOWEN

Vacancy Description

Ideal candidates will have some previous customer service/telesales experience but this is not essential as full training will be given. This is an excellent opportunity for the right people as there is progression within the company once Apprenticeship has been completed.

Key Details

Working Week 30 Hours - Over 7 Days

Weekly Wage £ 81.90

Number of Vacancies 3

Key Dates

Closing Date For Applications 09/04/2015

Interview Begin From 17/03/2015

Possible Start Date 16/04/2015

Training

Training to be Provided

Skills Required

Excellent telephone communication skills

NURSERY ASSISTANT

NAS REF: 587861 IO REF: 5614 AREA: STOURBRIDGE

Vacancy Description

To work as a member of the nursery team, to learn about and understand the roles and responsibilities of a nursery practitioner, in order to ensure that all children attending the setting receive high quality care, are kept safe and receive rich and stimulating play experiences which meet their individual needs. Be a reliable member of a team, working co-operatively and with flexibility, contributing positively to the development of a team environment. To learn about and work within the EYFS Framework. To adhere to and positively promote Shooting Stars Nurseries Policies and Procedures. Understand each child as an individual and have a general understanding of childcare and child development.

Key Details

Working Week 30 Hours Monday to Friday

Weekly Wage £ 81.90

Number of Vacancies 3

Key Dates

Closing Date For Applications 18/04/2015

Interview Begin From 27/04/2015

Possible Start Date 02/09/2015

Training

Training to be Provided

Skills Required

Organised

Literate

Good verbal communication

Ability to listen to and follow instruction

Use own initiative

Qualifications Required

A–C Grade for GCSE English and Maths or equivalent qualification

RETAIL ASSISTANT

NAS REF: 587764 IO REF: 5615 AREA: STOURBRIDGE

Vacancy Description

Aldi is the fastest-growing supermarket in the UK today. We have over 9,000 stores (in over 18 countries) offering our wonderful customers the best quality products at a price they love. But it's our people who make our business really special. We pride ourselves on being able to offer ambitious individuals a place to spread their wings and explore their true potential. Which is why Aldi is such a great place for bright young Apprentices.

Key Details

Working Week Monday to Sunday 30 hours (Various Shifts)

Weekly Wage £ 159.00

Number of Vacancies 2

Key Dates

Closing Date For Applications 09/09/2015

Interview Begin From 14/09/2015

Possible Start Date 21/09/2015

Training

Training to be Provided

Skills Required

Great communication skills

Proactive

Able to use own initiative

Qualifications Required

GCSE Maths and English (Or Equivalent) grade A-C

BUSINESS ADMIN ASSISTANT

NAS REF: 586664 IO REF: 5616 AREA: WOLVERHAMPTON

Vacancy Description

Providing excellent customer service skills

Advising and assisting customers

Using computerised systems

Administration and paperwork

Key Details

Working Week Monday to Friday 40 hours

Weekly Wage £ 110.00

Number of Vacancies 1

Key Dates

Closing Date For Applications 03/04/2015

Interview Begin From 10/04/2015

Possible Start Date 10/04/2015

Training

Training to be Provided

Skills Required

Looking for someone who can speak French or German - other languages are also desirable.

Strong communication and interpersonal skills

Strong organisational skills

Qualifications Required

No formal qualifications required

NURSERY ASSISTANT

NAS REF: 588965 IO REF: 5617 AREA: BRIERLEY HILL

Vacancy Description

An opportunity has arisen with an employer in the Brierley Hill area of Dudley for an Apprenticeship position in Childcare. The candidates will report to the team manager each day, who will then indicate which team the candidate will be assigned to. Within the team the candidate will assist the other Nursery Assistants to plan and organise both fun and educational activities whilst taking care of the children's personal needs.

Other Key Responsibilities may include the following:

- Assisting the qualified staff with the day to day care of the children including cleaning, nappy changing and feeding
- Working as part of a team to ensure a smooth running of the setting
- Planning and completing activities with the children
- Supporting the children's development, learning and play
- Completing development records for the children

Key Details

Working Week Minimum of 30 Hours. Mon- Fri

Weekly Wage £ 81.90

Number of Vacancies 2

Key Dates

Closing Date For Applications 07/04/2015

Interview Begin From 14/04/2015

Possible Start Date 20/04/2015

Training

Training to be Provided

Qualifications Required

A-C GCSE in Maths (or equivalent)

A-C GCSE in English (or equivalent)

Level 2 qualification in childcare.

SALES ASSISTANT

NAS REF: 588230 IO REF: 5618 AREA: HALESOWEN

Vacancy Description

To provide excellent customer service and generate sales. You will need to be flexible, with a positive attitude and happy to be multi-skilled across the following areas; till operation, stock replenishment, administrative work and customer service.

This role will suit someone looking to gain a recognised qualification whilst working in a supportive and ever expanding organisation. Full training will be provided.

Key Details

Working Week 37 hours 5 days out of 7 on a rota basis

Weekly Wage £ 101.75

Number of Vacancies 1

Key Dates

Closing Date For Applications 21/03/2015

Interview Begin From 23/03/2015

Possible Start Date 30/03/2015

Training

Training to be Provided

Skills Required

Essential skills for this role are:

Good level of numeracy

Good communication skills – both written and verbal

Comfortable working as part of a team and also using own initiative

Flexible with working hours – to include weekends, bank holidays and evenings

Desirable skills for this role are:

Previous experience of fashion retail

Qualifications Required

No specific qualifications required though GCSE grade A-C in Maths and English (or equivalent) is desirable

CONSTRUCTION ASSISTANT

NAS REF: 589224 IO REF: 5619 AREA: HALESOWEN

Vacancy Description

Everyone who joins our scheme commits to a minimum two-year programme. Our apprentices commence the programme at the beginning of September each year. The first two years are taken up with learning a trade and achieving NVQ Level 2 through day-release at college. At the end of your second year, there are options available to you including continuing to obtain and Advanced Apprenticeship.

Key Details

Working Week 39 Hours per week Mon-Fri between 8-5

Weekly Wage £ 106.47

Number of Vacancies 3

Key Dates

Closing Date For Applications 30/06/2015

Interview Begin From 13/07/2015

Possible Start Date 01/09/2015

Training

Training to be Provided

Skills Required

Excellent Communication Skills

Team Working Skills

Problem Solving Skills

Time Management Skills

Qualifications Required

GCSE Qualifications in Maths and English

JOINER ASSISTANT

NAS REF: 589195 IO REF: 5620 AREA: HALESOWEN

Vacancy Description

Everyone who joins our scheme commits to a minimum two-year programme. Our apprentices commence the programme at the beginning of September each year. The first two years are taken up with learning a trade and achieving NVQ Level 2 through day-release at college. At the end of your second year, there are options available to you including continuing to obtain and Advanced Apprenticeship.

Key Details

Working Week 39 Hours Per Week Mon-Fri between 8am and 5pm

Weekly Wage £ 106.47

Number of Vacancies 3

Key Dates

Closing Date For Applications 30/06/2015

Interview Begin From 13/07/2015

Possible Start Date 01/09/2015

Training

Training to be Provided

Skills Required

Excellent Communication Skills

Team Working Skills

Problem Solving Skills

Time Management Skills

Qualifications Required

GCSE Qualifications in Maths and English

SERVICE SPECIALIST ASSISTANT

NAS REF: 588416 IO REF: 5621 AREA: STOURBRIDGE

Vacancy Description

Training will be provided on how to carry out the following duties:

Site Work to include all types of steel band / belt repairs, band cleaning, installations, commissioning, machine building, machine / belt inspections, fabrication, machine refurbishments and training.

Factory work (at companies premises or customers site) to include all types of steel band / belt repairs, band cleaning, installations, commissioning, machine building, machine / belt inspections, fabrication, machine refurbishments and training.

Using and maintaining the fork lift trucks in operation at the company's premises as and when requested by the company.

Maintaining the cleanliness of the factory workshop and storage area at the company's premises as and when requested by the company.

Key Details

Working Week Monday - Friday 9-5 (37.5hrs)

Weekly Wage £ 102.38

Number of Vacancies 1

Key Dates

Closing Date For Applications 30/04/2015

Interview Begin From 04/05/2015

Possible Start Date 11/05/2015

Training

Training to be Provided

Skills Required

The following skills would be an advantage:

Customer Service

Problem Solving

Health & Safety

A driving licence would also be an advantage.

Qualifications Required

GCSE grade C and above in Maths and English, or equivalent.

CHILDCARE ASSISTANT

NAS REF: 589413 IO REF: 5622 AREA: DUDLEY

Vacancy Description

The main responsibilities of this job role will include:

- Supporting the development of childcare provision which meets local needs and creates an environment for appropriate child development .
- Supporting the smooth running of nursery/childcare provision
- To deliver childcare facilities and to ensure a balanced programme of childcare provision which meets local needs.
- To ensure that the facility meets required standards as laid down by OFSTED Early years Directorate.
- Ensure that the provision creates an environment for appropriate child development
- To work effectively as part of a team
- To attend staff meetings as appropriate To help and support students/volunteers on placement
- To be responsible for nursery resources and report loss/damage or low stock levels to the Deputy Childcare Officer

Key Details

Working Week 30HRS Mon-Fri

Weekly Wage £ 81.90

Number of Vacancies 1

Key Dates

Closing Date For Applications 10/04/2015

Interview Begin From 17/04/2015

Possible Start Date 24/04/2015

Training

Training to be Provided

Skills Required

Enthusiasm for working with young children

A commitment to the provision of high quality childcare

A positive approach to learning and gaining new skills through teamwork and training opportunities

Qualifications Required

No formal qualifications

IT NETWORK SUPPORT ASSISTANT

NAS REF: 589279 IO REF: 5623 AREA: HALESOWEN

Vacancy Description

The apprenticeship role will include:

- Telephone/ Ticketing system support
- Trouble shooting Windows 7 desktop systems and maintenance checks on Server systems
- Network health and performance monitoring
- Windows Group policy compliance and maintenance
- Microsoft Dynamics NAV helpdesk (full training given in house)
- Email and Web security compliance
- Crystal Reports – report delivery (potential to move up to report building and distribution)
- Performing “some” Server/Desktop maintenance tasks either within business hours and out of hours on evenings and weekends

We use a system called Spiceworks which is a centrally managed network health and monitoring system. This also incorporates our IT ticketing system. Most of the above is managed using Spiceworks so a through grounding in this technology would be given in addition, webinars and Spiceworks seminars that are regularly held up and down the country.

Key Details

Working Week 37.5 hours (Monday – Friday, 9 – 5:30)

Weekly Wage £ 153.75

Number of Vacancies 1

Key Dates

Closing Date For Applications 09/06/2015

Interview Begin From 10/03/2015

Possible Start Date 12/06/2015

Training

Training to be Provided

Skills Required

The applicant must to be able to converse at most levels

They must at the very minimum, be able to use the “basic” functionality of MS Excel, Outlook and Word

A stronger knowledge of MS Excel would be an advantage

Good analytical skills to be able to identify and solve problems

Qualifications Required

Ideally 5 GCSE Grades (C and above) or equivalent, including Maths and English, any of the Sciences and ICT.

BUSINESS ADMIN ASSISTANT

NAS REF: 568643 IO REF: 5624 AREA: KINGSWINFORD

Vacancy Description

Main Duties & Responsibilities:

- To assist with the preparation and administration of weekly sales
- Gather and collate entry information and enter same onto computerised system.
- Deal with customers and purchasers as necessary, over the telephone and by e-mail
- Prepare invoices as necessary
- Process payments as necessary
- To assist the production team
- Collect purchasers details
- Deal and process internet orders
- Assist in the overall smooth running of the administration function of the business
- Undertake a daily audit of stationary and communicate results to the Senior Office Administrator

Key Details

Working Week 37HPW Monday-Friday 08:30 - 16:30

Weekly Wage £ 159.00

Number of Vacancies 1

Key Dates

Closing Date For Applications 24/03/2015

Interview Begin From 31/03/2015

Possible Start Date 06/04/2015

Training

Training to be Provided

Skills Required

PC literate, confident with all MS Office applications Analytical approach, highly organised
Confident telephone manner
Good attention to detail

Qualifications Required

GCSE A-D in Maths and English or equivalent is required

WAREHOUSE ASSISTANT

NAS REF: 589687 IO REF: 5625 AREA: BRIERLEY HILL

Vacancy Description

Duties to include:

Key responsibilities:

To receive goods inwards, check and locate correctly.

To keep work area clean and tidy.

To work efficiently and effectively as part of a team.

To maintain high levels of Health and Safety standards.

to be communicative between Team Leaders/Supervisors.

To be adaptable and flexible in your approach to work.

Key Details

Working Week 8.30am - 5.00pm Mon - Fri (40 Hours)

Weekly Wage £ 120.00

Number of Vacancies 1

Key Dates

Closing Date For Applications 31/03/2015

Interview Begin From 01/04/2015

Possible Start Date 06/04/2015

Training

Training to be Provided

Skills Required

Good standard of numeracy

Qualifications Required

Must hold 5 GCSE's grade A - D or equivalent.

SOFTWARE ASSISTANT

NAS REF: 546844 IO REF: 5626 AREA: BRIERLEY HILL

Vacancy Description

The key purpose of the role is to:

Develop customer service skills to be able to confidently be the primary interface with clients

Develop technical skills to be able to support other software products

Deliver a professional support service to their clients

Work as an effective member of the support team and contribute positively to departmental objectives

Learn and follow the support procedures needed for being the primary contact for their customers

Key Details

Working Week Monday-Friday 9:00am – 5:00pm, 40 hours per week

Weekly Wage £ 150.00

Number of Vacancies 1

Key Dates

Closing Date For Applications 13/04/2015

Interview Begin From 20/04/2015

Possible Start Date 27/04/2015

Training

Skills Required

Professional attitude

Good customer service skills

Willing to learn

Keen and eager

Qualifications Required

Applicants MUST hold GCSE's in English and Maths at grade C or above, or equivalent.

SHIFT MANAGER ASSISTANT

NAS REF: 582139 IO REF: 5627 AREA: BRIERLEY HILL

Vacancy Description

Ensuring each and every guest receives a great experience each and every time.

Ensuring Pizza Hut's high brand standards and procedures are delivered on each and every shift.

Inspiring and coaching Guest Servers and Pizza Chefs/Kitchen Assistants to consistently deliver excellent guest experience.

Being part of a 'one restaurant one team mindset'.

Passionate and committed to achieving great business results within a target-driven environment where you will be accountable for your shifts performance.

All Health and Safety/Food Hygiene Regulations are adhered to.

Key Details

Working Week 30

Weekly Wage £ 153.90

Number of Vacancies 1

Key Dates

Closing Date For Applications 25/03/2015

Interview Begin From 26/03/2015

Possible Start Date 27/03/2015

Training

Training to be Provided

Skills Required

Team leading skills

Qualifications Required

Maths and English to GCSE preferable

ADMIN ASSISTANT

NAS REF: 562709 IO REF: 5628 AREA: BRIERLEY HILL

Vacancy Description

As part of the Administration department you will be required to work with all departments of the business alongside the management and administrative team.

As an Administrative Apprentice your duties may include

Use of telephone system

Processing sales and purchase invoices

Order and monitor products on specialised system

Liaise with customers and suppliers

Liaise with production on progress of orders

Maintaining and issuing new documents using the documentary control system.

Logistics, preparing shipping documents

Planning manufacturing schedules

Preparing and dealing with Mailing lists.

General admin e.g. filing, post etc

Key Details

Working Week 38hrs Mon -Thurs: 7-4.30 Every other Fri: 8-12

Weekly Wage £ 190.00

Number of Vacancies 1

Key Dates

Closing Date For Applications 29/03/2015

Interview Begin From 03/04/2015

Possible Start Date 06/04/2015

Training

Training to be Provided

Skills Required

Enthusiastic, motivated and keen to take on new challenges

Working knowledge of Microsoft Office, Excel and Word.

Good verbal and written communication skills.

Capability off working on own initiative or as part of a team.

Qualifications Required

Minimum of 4 GCSE's Grade c or above to include Maths and English or equivalents

WAREHOUSE AND STORAGE ASSISTANT

NAS REF: 589730 IO REF: 5629 AREA: HALESOWEN

Vacancy Description

Key Activities & Responsibilities:

- Ensure that orders are picked accurately and to the highest quality from individual pallet labels or pick sheets as provided by the relevant team leader/supervisor
- Ensure that orders are picked/packed to individual customer specification
- To ensure accurate order assembly
- To visually quality check all products picked. If in doubt about quality refer to a quality controller or your line manager
- To ensure that when complete, all orders you assemble are checked off by a recognised checker
- Ensure accurate labelling of product and shrink wrapping of finished orders pallets
- General housekeeping duties as required and recognition and understanding of 'work tidy' policies that are in place

Key Details

Working Week Mon - Fri 9:00am - 5:30pm, 40 hours

Weekly Wage £ 109.20

Number of Vacancies 2

Key Dates

Closing Date For Applications 03/04/2015

Interview Begin From 08/04/2015

Possible Start Date 13/04/2015

Training

Training to be Provided

Skills Required

- Creative thinking
- Independent Enquiry
- Reflective Learning
- Team working
- Self management
- Effective participation

Qualifications Required

Ideally English and Mathematics GCSE at grade A-C or Level 2 equivalent however all shortlisted applicants will be invited to the training centre to participate in a recruitment event where Literacy and Numeracy will be assessed.

SALON ASSISTANT

NAS REF: 589093 IO REF: 5630 AREA: KINGSWINFORD

Vacancy Description

Duties to include greeting clients, reception, keeping the salon clean and tidy, assisting with hairdressing services.

Key Details

Working Week 30 hrs (to be confirmed) Tue-Sat,

Weekly Wage £ 81.90

Number of Vacancies 1

Key Dates

Closing Date For Applications 24/03/2015

Interview Begin From 27/03/2015

Possible Start Date 04/04/2015

Training

Training to be Provided

Skills Required

No skills required as full training will be given.

Qualifications Required

GCSE Grades A-C in Maths and English or equivalent.

SALON ASSISTANT

NAS REF: 553104 IO REF: 5631 AREA: STOURBRIDGE

Vacancy Description

Your duties will include:

Greeting clients

Making drinks for clients

Sweeping hair

Cleaning

Answering phones and booking appointments

Shampooing

Conditioning

Generally ensuring the smooth running of the salon

Key Details

Working Week Mon-Sat: 30 hours per week

Weekly Wage £ 81.90

Number of Vacancies 1

Key Dates

Closing Date For Applications 11/04/2015

Interview Begin From 16/03/2015

Possible Start Date 16/04/2015

Training

Training to be Provided

Skills Required

Reliable and punctual

Some experience of working in a hairdressing environment

Good communication skills both written and verbal

Passionate about hair styling

Hard-working with a willingness to train

Good team player that shows initiative

Qualifications Required

No specific qualifications required however some experience of working within a hairdressing environment would be advantageous.

IT SUPPORT ENGINEERING ASSISTANT

NAS REF: 565135 IO REF: 5632 AREA: STOURBRIDGE

Vacancy Description

The position will involve the following areas of responsibility:

- Escalating IT issues to the Head of IT where necessary
- Responsible for managing backups
- Diagnosing and resolving technical issues
- Providing desktop and server support
- Setting up and configuring new laptops and desktops
- Installing authorised software to laptops and desktops
- Fault finding for laptops and desktops
- Reporting faults and maintaining logs on servers, desktops and laptops
- Completing internal user moves including phones
- Patching of network and phones
- Ensuring all logs for equipment and users are maintained
- Setting up new users and disabling expired accounts in accordance with HR requirements
- Providing support for iMacs
- Providing support for mobile devices such as phones & tablets
- Providing support for common business systems such as printers and other peripherals

Key Details

Working Week Monday – Friday 9-5 37.5hrs pw

Weekly Wage £ 102.38

Number of Vacancies 1

Key Dates

Closing Date For Applications 27/03/2015

Interview Begin From 28/03/2015

Possible Start Date 29/03/2015

Training

Training to be Provided

Skills Required

IT Literate

Good Customer Service Skills

Qualifications Required

Ideally a minimum 5 GCSE's C and above Including Maths, English and ICT or equivalents

NURSERY NURSE ASSISTANT

NAS REF: 590852 IO REF: 5633 AREA: BILSTON

Vacancy Description

An opportunity has arisen with an employer in the Bilston area for an Apprenticeship position in Childcare. The candidates will report to the team manager each day, who will then indicate which team the candidate will be assigned to. Within the team the candidate will assist the other Nursery Assistants to plan and organise both fun and educational activities whilst taking care of the children's personal needs.

Other Key Responsibilities may include the following:

Assisting the qualified staff with the day to day care of the children including cleaning, nappy changing and feeding

Working as part of a team to ensure a smooth running of the setting

Planning and completing activities with the children

Supporting the children's development, learning and play

Completing development records for the children

Key Details

Working Week Minimum of 30 hours between 7am-6pm

Weekly Wage £ 81.90

Number of Vacancies 1

Key Dates

Closing Date For Applications 09/04/2015

Interview Begin From 16/04/2015

Possible Start Date 20/04/2015

Training

Training to be Provided

Skills Required

Good Literacy and Numeracy

Good Personal Skills

Qualifications Required

Good Literacy, English GCSE grades A-C or equivalent

Good Numeracy, Maths GCSE grades A-C or equivalent