

*'Promoting Dudley opportunities for young people*

**VACANCIES WEEK COMMENCING 1<sup>ST</sup> DECEMBER 2014**

THIS WEEK WE HAVE THE FOLLOWING VACANCIES:

- **KITCHEN ASSISTANT**
- **OPTICAL COUNTER AND RETAIL ASSISTANT**
- **BEAUTY SALON ASSISTANT**
- **SOCIAL MEDIA AND DIGITAL MARKETING ASSISTANT**
- **ADMIN ASSISTANT**
- **ADMIN ASSISTANT**
- **SALON ASSISTANT**
- **LIGHT VEHICLE MECHANICS ASSISTANT**
- **IT TECHNICIAN ASSISTANT**
- **PRODUCTION ASSISTANT**
- **ADMIN / ACCOUNTS ASSISTANT**
- **ADMIN ASSISTANT**
- **DEMO ASSISTANT**
- **MARKETING ASSISTANT**
- **NURSERY NURSE ASSISTANT**
- **HOSPITALITY ASSISTANT**
- **ADMIN / CLERICAL ASSISTANT**
- **TECHNICAL SUPPORT ENGINEERING ASSISTANT**
- **CUSTOMER SERVICES 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.

## **KITCHEN ASSISTANT**

**NAS REF: 535133 IO REF: 5394 AREA: BRIERLEY HILL**

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### **Vacancy Description**

As part of this role your duties will include: assist in the preparation of food to the high standards of the restaurant as directed, to ensure all foods are stored correctly and at the correct temperature and delivery checks are carried out to the required standards, to adhere to the food safety policy and maintain cleanliness of work areas at all times, follow recipes and instruction as directed by line manager and in accordance to the required food offer, to communicate well with customers and demonstrate a helpful attitude at all times, to undertake cleaning and ensure all aspects of equipment and production area cleaning is completed: walls, floors, fixtures, fittings, pots, pans, cutlery, crockery, glassware etc., to the company's standard according to the cleaning rota or as directed and complete.

### **Key Details**

Working Week 30 hrs mon to sun on a rota basis

Weekly Wage £ 81.90

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 18/02/2015

Interview Begin From 25/02/2015

Possible Start Date 04/03/2015

### **Training**

Training to be Provided

### **Skills Required**

Good Interpersonal skills, friendly, team worker, willing to work in fast paced environment.

### **Qualifications Required**

No specific qualifications requires

## **OPTICAL COUNTER AND RETAIL ASSISTANT**

**NAS REF: 534631 IO REF: 5395 AREA: DUDLEY**

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### **Vacancy Description**

Welcome customers into the Opticians and check their appointment status

Assist in the sale of glasses and products across the shop floor

Answer the telephone and deal with enquiries

Operating the till, taking cash and card payments, and giving out change and receipts

Providing timely and accurate counter service and maximizing sales

Listening to customers' needs and requests, which can indicate new sales opportunities

Helping customers to find the goods they want

Maintaining glasses and stock on display

### **Key Details**

Working Week 35 hours per week over 5 shifts

Weekly Wage £ 95.55

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 01/01/2015

Interview Begin From 05/01/2015

Possible Start Date 06/01/2015

### **Training**

Training to be Provided

### **Skills Required**

The successful candidate must be confident and a good communicator, being able to offer a fantastic service to the customers. An interest in the opticians industry is essential.

### **Qualifications Required**

No formal qualifications required.

## **BEAUTY SALON ASSISTANT**

**NAS REF: 535858 IO REF: 5396 AREA: DUDLEY**

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### **Vacancy Description**

Daily duties may include, but are not limited to the following;

Welcome and greet clients into salon

Make refreshments

Fulfil salon reception duties

Promote additional services or products to clients

Provide facial skin care treatment

Enhance the appearance of eyebrows and lashes

Carry out waxing services

Provide manicure services

Provide pedicure services

Keep salon clean and tidy

### **Key Details**

Working Week 30 hours between 9am-8pm Mon - Sat

Weekly Wage £ 81.90

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 05/01/2015

Interview Begin From 07/01/2015

Possible Start Date 12/01/2015

### **Training**

Training to be Provided

### **Skills Required**

Good communication skills

### **Qualifications Required**

You must have GCSE grades E or above in Maths and English. Grade C or above are desirable. Equivalent qualifications are accepted.

**SOCIAL MEDIA AND DIGITAL MARKETING ASSISTANT**  
**NAS REF: 536255 IO REF: 5397 AREA: STOURBRIDGE**

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**Vacancy Description**

We have two vacancies to support two different ecommerce opportunities, working on one of these you will take ownership to maximise sales and recruitment through the use of digital marketing.

**Web Site 1**

To maximise sales and Party Planner recruitment for party jewels by creating Email campaigns using existing databases, using Facebook and twitter to post news and deals and building business relationships with Party Planners through social media using blogs, newsletters, Instagram etc.

**Web Site 2**

To maximise sales through this website by developing celebrity to charity collaborations through extensive use of social media and some face to face.

**Key Details**

Working Week 37.5 hours per week

Weekly Wage £ 131.25

Number of Vacancies 2

**Key Dates**

Closing Date For Applications 08/12/2014

Interview Begin From 22/12/2014

Possible Start Date 07/01/2015

**Training**

Training to be Provided

**Skills Required**

Excellent communication skills both written and verbal

Good IT skills in Word, Excel (Photoshop would be an advantage)

Numerate

**Qualifications Required**

A minimum of 5 GCSEs A\* - C or equivalent.

## **ADMIN ASSISTANT**

**NAS REF: 536784 IO REF: 5398 AREA: DUDLEY**

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### **Vacancy Description**

Your duties will include but not be limited to:

Supporting the administration team by completing daily tasks

To undertake such duties as photocopying, binding, post, laminating and sending faxes when required

Use of computer packages to produce letters, emails, memos, faxes. Must be able to use Microsoft Packages such as Word, Excel, Publisher and Powerpoint (would be an advantage)

Use of the telephone including taking accurate messages

Use of Outlook to manage electronic diaries

Maintain an effective filing system

Data entry onto patient record system

Reception duties

Team player/Friendly/Approachable

### **Key Details**

Working Week Mon-Fri 37 hour week

Weekly Wage £ 101.01

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 04/01/2015

Interview Begin From 05/01/2015

Possible Start Date 12/01/2015

### **Training**

Training to be Provided

### **Skills Required**

Computer literate (Microsoft Packages)

Excellent telephone manner

Excellent communication skills (ability to work at all levels)

Attention to detail and ability to concentrate

Ability to prioritise work load

### **Qualifications Required**

Maths and English at GCSE Grade C or above (or equivalent)

## **ADMIN ASSISTANT**

**NAS REF: 536774 IO REF: 5399 AREA: DUDLEY**

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### **Vacancy Description**

Your duties will include but not be limited to:

Supporting the administration team by completing daily tasks

To undertake such duties as photocopying, binding, post, laminating and sending faxes when required

Use of computer packages to produce letters, emails, memos, faxes. Must be able to use Microsoft Packages such as Word, Excel, Publisher and Powerpoint (would be an advantage)

Use of the telephone including taking accurate messages

Use of Outlook to manage electronic diaries

Maintain an effective filing system

Data entry onto patient record system

Reception duties

Team player/Friendly/Approachable

### **Key Details**

Working Week Mon-Fri 37 hour week

Weekly Wage £ 101.01

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 04/01/2015

Interview Begin From 05/01/2015

Possible Start Date 12/01/2015

### **Training**

Training to be Provided

### **Skills Required**

Computer literate (Microsoft Packages)

Excellent telephone manner

Excellent communication skills (ability to work at all levels)

Attention to detail and ability to concentrate

Ability to prioritise work load

### **Qualifications Required**

Maths and English at GCSE Grade C or above (or equivalent)

## **SALON ASSISTANT**

**NAS REF: 537556 IO REF: 5400 AREA: DUDLEY**

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### **Vacancy Description**

Whilst on the apprenticeship with City of Wolverhampton college, you will learn skills such as shampooing, colouring, cutting, consultation, blow drying and many more aspects of the industry.

### **Key Details**

Working Week 35 hours Tues-Sat usual start 09:00am

Weekly Wage £ 95.55

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 09/12/2014

Interview Begin From 16/12/2014

Possible Start Date 05/01/2015

### **Training**

Training to be Provided

### **Skills Required**

No skills required as all training is provided

### **Qualifications Required**

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



## **LIGHT VEHICLE MECHANICS ASSISTANT**

**NAS REF: 537479 IO REF: 5401 AREA: DUDLEY**

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### **Vacancy Description**

This is an exciting opportunity to join a popular growing garage to train as an Apprentice Vehicle Mechanic. This is a specialist garage that only specialise in land rovers and range rovers. The Apprentice will carry out services, remove and replace components, braking systems, suspension brakes, steering systems, vehicle electrical systems, engine mechanical systems, engine management systems, engine lubrication systems, engine cooling systems and diagnosing and rectification in year 3.

### **Key Details**

Working Week Mon- Fri 8.30am to 5.30pm- 40 hours

Weekly Wage £ 109.20

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 23/01/2015

Interview Begin From 25/01/2015

Possible Start Date 01/02/2015

### **Training**

Training to be Provided

### **Skills Required**

Must have a passion for cars and the automotive industry. be mechanically minded, self motivated, good communicator, have good numerical skills. Must be physically strong as the size of vehicles will be very heavy

### **Qualifications Required**

Minimum of 5x GCSE's A to C including English and Maths or equivalent qualifications

## **IT TECHNICIAN ASSISTANT**

**NAS REF: 537982 IO REF: 5402 AREA: DUDLEY**

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### **Vacancy Description**

Under the instruction/guidance of the senior staff to provide day to day support of ICT systems within the school. Support the teaching and learning by ensuring across the school, ICT systems are in good working order. Support pupils in accessing learning activities under the guidance of a teacher

### **Key Details**

Working Week 32.5HPW Mon,Wed,Fri 8:30-15:30 Tue,Thur 8:30-16:00

Weekly Wage £ 88.73

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 10/12/2014

Interview Begin From 15/12/2014

Possible Start Date 05/01/2015

### **Training**

Training to be Provided

### **Skills Required**

The apprentice must have good subject knowledge for ICT.

The apprentice must be aware that they will be in an environment where the students have got social and behavioural difficulties.

### **Qualifications Required**

GCSE A-D in Maths and English or equivalent

## **PRODUCTION ASSISTANT**

**NAS REF: 538021 IO REF: 5403 AREA: BRIERLEY HILL**

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### **Vacancy Description**

This is an ideal opportunity for someone who is looking for a real mixture of machine work and hand work type of production. Operating a cutting machine and feeding through materials for the construction industry. The role also involves hand cutting of the industrial products so someone with a flair for producing high quality products during the finishing process. An excellent eye for detail and someone who takes pride in their work.

### **Key Details**

Working Week Monday to Friday 38 HPW

Weekly Wage £ 110.00

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 22/12/2014

Interview Begin From 02/01/2015

Possible Start Date 05/01/2015

### **Training**

Training to be Provided

### **Skills Required**

Good Communication Skills and able to work within a team

### **Qualifications Required**

3 GCSE'S grade A to C or equivalent qualifications

## **ADMIN / ACCOUNTS ASSISTANT**

**NAS REF: 537966 IO REF: 5404 AREA: DUDLEY**

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### **Vacancy Description**

Duties for this role include:

Sage Invoicing of Projects

Ordering of Projects Equipment

Booking of service jobs for Engineers

Project Admin i.e. Job folders, chasing/collocating paperwork

Stock control

Return of equipment to suppliers

### **Key Details**

Working Week Monday to Friday 38 Hours Per Week

Weekly Wage £ 110.00

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 22/12/2014

Interview Begin From 02/01/2015

Possible Start Date 05/01/2015

### **Training**

Training to be Provided

### **Skills Required**

Good communication skills and able to work well within a team environment

### **Qualifications Required**

3 GCSE's grade A – C or equivalent qualifications

## **ADMIN ASSISTANT**

**NAS REF: 537896 IO REF: 5405 AREA: STOURBRIDGE**

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### **Vacancy Description**

Your main duties will include:

Answering the telephone and taking messages.

Data entry into excel and company's database.

Filing and logging invoices, verifying against statements.

Assisting Production manager with shop floor paperwork.

Helping out with general duties where needed.

### **Key Details**

Working Week 34.5 hours

Weekly Wage £ 94.19

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 10/12/2014

Interview Begin From 17/12/2014

Possible Start Date 05/01/2015

### **Training**

Training to be Provided

### **Skills Required**

Telephone and spreadsheet experience is an advantage.

Candidate must be keen to learn.

### **Qualifications Required**

Grade D and above in Maths and English, or equivalent.

## **DEMO ASSISTANT**

**NAS REF: 538135 IO REF: 5406 AREA: STOURBRIDGE**

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### **Vacancy Description**

To Contact existing customers  
Development new customers  
Demonstrate products to customers.  
Build a personal operational pipeline to set up long term consultation

### **Key Details**

Working Week 35 hours  
Weekly Wage £ 95.55  
Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 05/12/2014  
Interview Begin From 09/12/2014  
Possible Start Date 15/12/2014

### **Training**

Training to be Provided

### **Skills Required**

Accuracy, ability to work on their own without supervision at times, good Microsoft skills, good punctuation and spelling, organised, confident to liaise with customers and senior managers.

### **Qualifications Required**

GCSE grade A-C in Maths and English, Full, clean driving licence.

## **MARKETING ASSISTANT**

**NAS REF: 538488 IO REF: 5407 AREA: STOURBRIDGE**

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### **Vacancy Description**

Desk Top Publishing/Marketing Apprentice.

Creative computer literate person to work with R & D department to produce marketing material promoting the company's strong research credentials.

Work with R & D department to produce brochures detailing our R & D work.

Design and layout of publication, manipulation of images and text to produce print ready document.

Experience of In Design, Photoshop, Illustrator. High level of literacy

Able to work unsupervised and use initiative. Creative thinker. Able to work as part of a team and not afraid to ask questions.

### **Key Details**

Working Week 35 hours

Weekly Wage £ 95.55

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 10/12/2014

Interview Begin From 16/12/2014

Possible Start Date 05/01/2015

### **Training**

Training to be Provided

### **Skills Required**

Accuracy, ability to work on their own without supervision at times, good Microsoft skills, good punctuation and spelling, organised, confident to liaise with customers and senior managers.

### **Qualifications Required**

GCSEs grade A-C in Maths and English, or equivalent.

## **NURSERY NURSE ASSISTANT**

**NAS REF: 539081 IO REF: 5408 AREA: HALESOWEN**

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### **Vacancy Description**

You will be working with 18-25 children from birth to 2 ½ years old with 4 other staff. Understanding and putting into practice the care and education of each individual child.

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

### **Key Details**

Working Week 30 hours Mon-Fri

Weekly Wage £ 81.90

Number of Vacancies 2

### **Key Dates**

Closing Date For Applications 11/12/2014

Interview Begin From 17/12/2014

Possible Start Date 05/01/2015

### **Training**

Training to be Provided

### **Skills Required**

Excellent communication skills

Knowledge of child care sector

Experience with children preferred

### **Qualifications Required**

Maths and English Grade's C or Above.



## **HOSPITALITY ASSISTANT**

**NAS REF: 538969 IO REF: 5409 AREA: STOURBRIDGE**

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### **Vacancy Description**

Preparing light lunches, making homemade soups, cakes, taking orders, working till and coffee machine .Doing prep for the bistro evening and working with experienced chef. Servicing on tables.

### **Key Details**

Working Week 30 hours per week

Weekly Wage £ 81.90

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 08/12/2014

Interview Begin From 16/12/2014

Possible Start Date 05/01/2015

### **Training**

Training to be Provided

### **Skills Required**

A Flexible approach and willingness to learn.

### **Qualifications Required**

GCSE A- D English and Maths or equivalent.

## **ADMIN / CLERICAL ASSISTANT**

**NAS REF: 515439 IO REF: 5410 AREA: KINGSWINFORD**

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### **Vacancy Description**

Answering the telephone  
Typing and word processing  
Maintaining the office postal system  
Maintaining Xcel Spreadsheets  
General filing duties  
Keep an office appointments diary  
General clerical duties

### **Key Details**

Working Week Monday-Friday between 8.30am-5.30pm 30 hours  
Weekly Wage £ 81.90  
Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 02/02/2015  
Interview Begin From 03/02/2015  
Possible Start Date 09/02/2015

### **Training**

Training to be Provided

### **Skills Required**

Have strong communication skills – both face to face and over the telephone  
Be confident and bubbly to provide good customer service  
Have strong IT skills  
Be hard working and willing to contribute to the team effort  
Have an excellent attendance record and time keeping skills

### **Qualifications Required**

GCSE or equivalent in Maths, English and ICT – Grades A-C

## **TECHNICAL SUPPORT ENGINEERING ASSISTANT**

**NAS REF: 539411 IO REF: 5411 AREA: KINGSWINFORD**

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### **Vacancy Description**

Basic tasks will include full product training in all aspects of AMEC's comprehensive cutting tool range. Generation of quotations for special tools and design work using AMEC's online Insta-quote specials program. Assisting in AMEC's distributor and customer training seminars. Learning how AMEC's products perform in different materials and applications giving you confidence to eventually offer internal technical support to customers. The apprentice position will be working towards a full time position within our small technical support team. For the right candidate there will be eventual opportunities for further advancement to join either our technical sales engineers or application external engineers. The apprentice position will include a number of days training at Dudley College as the full time role will require a good understanding of general engineering practices, the ability to generate CNC programmes and understand standard CNC controls such as Fanuc. Experience and a good understanding of working with cutting tools, setting CNC and manual machinery is needed. This role will require the candidate to have an aptitude for working with cutting tools and machinery.

### **Key Details**

Working Week 40HPW Monday - Friday 08:00-16:30

Weekly Wage £ 140.00

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 17/12/2014

Interview Begin From 08/01/2015

Possible Start Date 19/01/2015

### **Training**

Training to be Provided

### **Skills Required**

Understanding of general engineering practices, the ability to generate CNC programmes and understand standard CNC controls such as Fanuc. Experience and a good understanding of working with cutting tools, setting CNC and manual machinery is needed.

### **Qualifications Required**

5 GCSE's at grade A to C, including Maths and English or equivalent. GNVQ's are accepted at Intermediate level.

## **CUSTOMER SERVICES ASSISTANT**

**NAS REF: 527123 IO REF: 5412 AREA: STOURBRIDGE**

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### **Vacancy Description**

- Increase the current portfolio with SYR End-user customers
- Work closely with “ Feet on the Ground” operational, management, supervisors and workers ensuring successful execution of projects
- Build a personal operational pipeline to set up for long-term consultation
- You will ideally need to be an ambitious and self-driven
- You must be able to interact with customers, work force and management.

### **Key Details**

Working Week 35HPW Monday - Friday - Flexible Hours

Weekly Wage £ 95.55

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 14/12/2014

Interview Begin From 18/12/2014

Possible Start Date 05/01/2015

### **Training**

Training to be Provided

### **Skills Required**

You will ideally need to be an ambitious and self-driven

You must be able to interact with customers, work force and management.

UK Driving Licence

### **Qualifications Required**

GCSE A-D in Maths and English or equivalent is the minimum requirement