

*'Promoting Dudley opportunities for young people*

**VACANCIES WEEK COMMENCING 23<sup>RD</sup> FEBRUARY 2015**

THIS WEEK WE HAVE THE FOLLOWING VACANCIES:

- **IT SUPPORT ENGINEER ASSISTANT**
- **SALON ASSISTANT**
- **HEATING AND VENTILATION INDUSTRIAL ASSISTANT**
- **BREWERY WORKER ASSISTANT**
- **ELECTRICAL INSTALLATION ASSISTANT**
- **ELECTRICAL SERVICE ENGINEER ASSISTANT**
- **BUSINESS DEVELOPER ASSISTANT**
- **RECEPTION AND ADMIN ASSISTANT**
- **BUSINESS AND ADMIN ASSISTANT**
- **MANUFACTURING ASSISTANT**
- **ENVIRONMENT AND CLEANING OPERATIVE ASSISTANT**
- **CHILDCARE NURSERY ASSISTANT**
- **HOSPITALITY ASSISTANT**
- **HOSPITALITY 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.

## **IT SUPPORT ENGINEER ASSISTANT**

**NAS REF: 550529 IO REF: 5546 AREA: KINGSWINFORD**

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### **Vacancy Description**

We are seeking an apprentice who is a passionate and motivated individual with lots of enthusiasm to work alongside our team of engineers building and repairing PC's including assembly, testing and sign off. In addition, you will be able to shadow our engineers on site supporting our clients and advising on solutions. It is important that you can demonstrate you are a trustworthy individual as you will be handling sensitive data. A good understanding of the components of a PC will be useful.

### **Key Details**

Working Week 37.5 hpw Monday-Friday 9.00am-5.30pm

Weekly Wage £ 144.00

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 31/03/2015

Interview Begin From 16/02/2015

Possible Start Date 06/04/2015

### **Training**

Training to be Provided

### **Skills Required**

Good general IT skills

Excellent communication skills

Great team player

Evidence of being trustworthy

Knowledge of Windows XP, 7 and 8

Knowledge of components

Good telephone manner

### **Qualifications Required**

5 GCSE's, grade A-C, or equivalent, including English, Maths and Science with an interest in programming and an aptitude for technology.

## **SALON ASSISTANT**

**NAS REF: 575873 IO REF: 5547 AREA: STOURBRIDGE**

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### **Vacancy Description**

Medium sized salon. Looking for a passionate individual to work on own initiative. Able to carry out duties such as shampooing/cleansing hair, meeting and greeting clients, some reception duties, maintaining general hygiene of salon

### **Key Details**

Working Week 30 hours per week, mon - fri, full time

Weekly Wage £ 81.90

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 09/03/2015

Interview Begin From 17/02/2015

Possible Start Date 18/02/2015

### **Training**

Training to be Provided

### **Skills Required**

Excellent communication skills

### **Qualifications Required**

None

## HEATING AND VENTILATION INDUSTRIAL ASSISTANT

NAS REF: 577199 IO REF: 5549 AREA: BRIERLEY HILL

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### Vacancy Description

An apprenticeship opportunity has arisen within this highly successful company, for an intermediate level apprentice, to train to become a Heating & Ventilation Installation Engineer. The successful candidate will work as part of a dynamic, highly motivated team. An apprenticeship will provide future Heating & Ventilation Engineers with developing skills in designing, commissioning, installing and testing of Industrial & Commercial Heating and Ventilation\Pipe-work systems and their components.

### Key Details

Working Week 40 Hours (Mon-Fri: 08:00am-17:00pm)

Weekly Wage £ 109.20

Number of Vacancies 1

### Key Dates

Closing Date For Applications 06/03/2015

Interview Begin From 16/03/2015

Possible Start Date 11/05/2015

### Training

Training to be Provided

### Skills Required

Good numeracy and literacy ability

Good communication skills

A keen interest in building design and sustainable/environmental issues

An interest in Technology

An aptitude for technical subjects or be practically orientated

An ability to analyse and solve problems including in a practical hands-on approach

### Qualifications Required

GCSE Grades A-C or equivalent in English Language (excluding Literature), Maths and a Science or Technical based subject.

## **BREWERY WORKER ASSISTANT**

**NAS REF: 576804 IO REF: 5550 AREA: DUDLEY**

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### **Vacancy Description**

Involves the day to day running of sales/ deliveries to the brewery. Processing of the product (Beer) at the final stages transferring from fermentation vessels into the racking tank and finally into casks moving to cold store ready for sale, under the supervision of the brewery manager.

### **Key Details**

Working Week Mon - Fr between 8am - 5.15pm (35 hpw)

Weekly Wage £ 105.00

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 06/03/2015

Interview Begin From 09/03/2015

Possible Start Date 16/03/2015

### **Training**

Training to be Provided

### **Skills Required**

Physically fit – there is a high content of physical labour involved

Good understanding of maths

Good communication skills

A passion for the job as brewing can dictate your working hour.

### **Qualifications Required**

Maths, Science & English A-D grades (GCSE or equivalent) preferred but not essential.

## **ELECTRICAL INSTALLATION ASSISTANT**

**NAS REF: 576350 IO REF: 5551 AREA: HALESOWEN**

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### **Vacancy Description**

Your apprenticeship will involve completing tasks and assignments at college, as well as giving you hands on work experience, that will provide you with all the essential skills and attributes to gain a solid start in the world of business.

We install, maintain and repair Fire & Security systems for residential, commercial/industrial and public sector customers. We're looking for talented people who have a passion for engineering and who want to launch their career as an Apprentice Installation/Service Engineer learning to install and service our Security Systems (intruder and fire alarms), Closed Circuit TV (CCTV) and Access Control.

### **Key Details**

Working Week 37 Hours per week Mon - Fri

Weekly Wage £ 149.04

Number of Vacancies 2

### **Key Dates**

Closing Date For Applications 15/03/2015

Interview Begin From 06/04/2015

Possible Start Date 04/05/2015

### **Training**

Training to be Provided

### **Skills Required**

Although no engineering experience is required, candidates must show an interest in engineering and working in the Fire and Security industry.

Full clean UK driving licence for Apprentice Installation/Service Engineers

Good IT Skills

### **Qualifications Required**

4 GCSE (or equivalent) at Grade C minimum - in Maths, English, Science and IT/CDT.

## **ELECTRICAL SERVICE ENGINEER ASSISTANT**

**NAS REF: 575837 IO REF: 5552 AREA: HALESOWEN**

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### **Vacancy Description**

On commencing employment, as well as receiving a full local induction, you will also attend a national induction at our Head Office in Manchester, where you will be welcomed to the company and introduced to the rest of the apprentice's on the programme. From day one you will be assigned a mentor who will provide support and guidance to achieve your goals. Together with significant on-the-job training, you will attend various product and services training to give you an understanding of the full scope of what we do at Tyco. You will also undertake a range of personal development activities, including teamwork and communication skills.

We install, maintain and repair Fire & Security systems for residential, commercial/industrial and public sector customers. We're looking for talented people who have a passion for engineering and who want to launch their career as an Apprentice Installation/Service Engineer learning to install and service our Security Systems (intruder and fire alarms), Closed Circuit TV (CCTV) and Access Control.

### **Key Details**

Working Week 37 Hours per week Mon - Fri

Weekly Wage £ 149.04

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 15/03/2015

Interview Begin From 06/04/2015

Possible Start Date 04/05/2015

### **Training**

Training to be Provided

### **Skills Required**

Although no engineering experience is required, candidates must show an interest in engineering and working in the Fire and Security industry.

Full clean UK driving licence for Apprentice Installation/Service Engineers

Good IT Skills

### **Qualifications Required**

4 GCSE (or equivalent) at Grade C minimum - in Maths, English, Science and IT/CDT.

## **BUSINESS DEVELOPER ASSISTANT**

**NAS REF: 576800 IO REF: 5553 AREA: DUDLEY**

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### **Vacancy Description**

To provide potential and existing customers with the highest level of service

To deal with enquiries from customers in a courteous, professional and knowledgeable way, effectively communicate the products and services offered by the company

To answer the telephone and develop relationships via the telephone enhance sales potential

To generate customer leads and increase account base via telephone contact and mailing Depot promotional literature

To ensure that you maintain accurate records of whom you have contacted, so that progress can be measured and relationships developed. You will need to understand whom you are going to call and why in advance of doing so.

### **Key Details**

Working Week 40 hours per week, Monday to Friday

Weekly Wage £ 109.20

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 05/03/2015

Interview Begin From 06/03/2015

Possible Start Date 16/03/2015

### **Training**

Training to be Provided

### **Skills Required**

Ability to work on own initiative

Ability to meet tight deadlines

Ability to communicate effectively with customers and colleagues

Ability to pay attention to detail

### **Qualifications Required**

No formal qualifications required just a genuine interest in the area and a passion to succeed.



## RECEPTION AND ADMIN ASSISTANT

NAS REF: 577542 IO REF: 5554 AREA: DUDLEY

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### Vacancy Description

Your main duties will include:

Meeting and greeting visitors

Answering the phone and transferring calls where appropriate

Database administration

Scanning documents

Completing forms for HMRC and Companies House

Banking

Dealing with post

### Key Details

Working Week 30 hours

Weekly Wage £ 110.25

Number of Vacancies 1

### Key Dates

Closing Date For Applications 27/02/2015

Interview Begin From 04/03/2015

Possible Start Date 09/03/2015

### Training

Training to be Provided

### Skills Required

Attention to detail

Able to work to deadlines

Although not essential it would be advantageous to hold a full driving licence

### Qualifications Required

Min C grade or equivalent English

Min D grade or equivalent Maths

## **BUSINESS AND ADMIN ASSISTANT**

**NAS REF: 577545 IO REF: 5555 AREA: HALESOWEN**

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### **Vacancy Description**

Assist in reception area including:

Meeting and greeting all visitors with professionalism.

Ensuring the visitors book is maintained.

Ensure the answer machine and hold messages are switched on as required and take down answer machine messages and distribute them as appropriate.

Answer telephone within 3 rings, using own judgement to direct call to appropriate colleagues as quickly as possible or dealing with callers within own limits of knowledge and understanding. Assisting with enquiries whenever possible and referring to colleagues where appropriate.

Provision of secretarial support to the Directors.

Assist other departments with administration tasks.

Open morning post. Scan as appropriate. Batch evening post and take to Post Office. Ensuring franker and post items remain adequate. Uploading franker when requires refilling.

### **Key Details**

Working Week Mon - Fri 8.45am - 5.15pm (37.5hpw)

Weekly Wage £ 102.38

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 09/03/2015

Interview Begin From 12/03/2015

Possible Start Date 16/03/2015

### **Training**

Training to be Provided

### **Skills Required**

Good organisational skills

Good telephone skills

Ability to use own initiative

Good communication skills.

### **Qualifications Required**

English and Maths at GCSE Grades C & above or equivalent, preferred but not essential.

## **MANUFACTURING ASSISTANT**

**NAS REF: 577078 IO REF: 5556 AREA: STOURBRIDGE**

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### **Vacancy Description**

We are seeking to employ apprentices to train in mechanical engineering, particularly machining and fitting skills to manufacture complex moulding dies. This is a highly skilled role as the tools and moulds we manufacture are complex and very expensive and are used by other companies to manufacture components for the car and related industry. You will be required to set, programme and operate a variety of machines to produce tools that in turn produce complex components. We manufacture new tools and repair and refurbish tools for production.

### **Key Details**

Working Week 40 hours – Monday to Friday 8:00 am to 4:30 pm

Weekly Wage £ 130.00

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 30/04/2015

Interview Begin From 04/05/2015

Possible Start Date 07/09/2015

### **Training**

Training to be Provided

### **Skills Required**

Hobby and or keen interest in practical engineering – repairing bike, model building, DIY

Must be a good timekeeper and Keen

Prepared to work hard to achieve the apprenticeship

### **Qualifications Required**

GCSEs Grade B Maths, C English, C science (or equivalents)

## **ENVIRONMENT AND CLEANING OPERATIVE ASSISTANT**

**NAS REF: 558325 IO REF: 5557 AREA: DUDLEY**

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### **Vacancy Description**

To ensure the college grounds are litter picked daily.  
To ensure all walkways are swept and clear of debris daily.  
Attend to the emptying of external litter bins daily.  
To ensure the general housekeeping of all external grounds.  
Assist with general cleaning tasks both externally and internally.  
Clean up spillages when directed  
Removed weeds and unwanted foliage as directed  
Undertake general janitorial duties as directed.  
Undertake laundry duties as directed.

### **Key Details**

Working Week 36.5 hpw Mon-Thur 8:45-5pm Fri 08:45-4pm 45m lunch

Weekly Wage £ 99.65

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 06/03/2015

Interview Begin From 03/02/2015

Possible Start Date 09/03/2015

### **Training**

Training to be Provided

### **Skills Required**

Previous cleaning experience and Health and Safety awareness would be desirable but not essential.  
Ability to work on own initiative.

### **Qualifications Required**

GCSE A-D in Maths & English or equivalent is required.

## **CHILDCARE NURSERY ASSISTANT**

**NAS REF: 578909 IO REF: 5558 AREA: HALESOWEN**

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### **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

### **Key Details**

Working Week 30hrs mon to fri

Weekly Wage £ 81.90

Number of Vacancies 1

### **Key Dates**

Closing Date For Applications 20/03/2015

Interview Begin From 22/03/2015

Possible Start Date 27/03/2015

### **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

Punctual, reliable, ambitious

Have experience of working with young children

### **Qualifications Required**

GCSE English and Math's Grade C or above or equivalent

## **HOSPITALITY ASSISTANT**

**NAS REF: 578433 IO REF: 5559 AREA: HALESOWEN**

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### **Vacancy Description**

You will be expected to develop your skills throughout our business

You'll help ensure each and every one of our guests has a great service experience.

You'll be responsible for taking orders, serving excellent quality food and a great range of drinks.

You'll work with the team on shift to create a friendly, buzzing atmosphere for our guests to enjoy.

You'll ensure the highest standards of cleanliness, safety, compliance with licensing law and cash handling procedures.

You'll prepare, cook and present meals to specification.

You'll work as part of a tight-knit team in an exciting, fast-moving environment.

### **Key Details**

Working Week 40 Hours Shift Work

Weekly Wage £ 221.20

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**

Training to be Provided

### **Skills Required**

You need to have a keen interest in the Hospitality Industry and be dedicated to working towards your NVQ.

### **Qualifications Required**

No Qualifications Required

## **HOSPITALITY ASSISTANT**

**NAS REF: 578525 IO REF: 5560 AREA: STOURBRIDGE**

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### **Vacancy Description**

You will be expected to develop your skills throughout our business you'll help ensure each and every one of our guests has a great service experience.

You'll be responsible for taking orders, serving excellent quality food and a great range of drinks.

You'll work with the team on shift to create a friendly, buzzing atmosphere for our guests to enjoy.

You'll ensure the highest standards of cleanliness, safety, compliance with licensing law and cash handling procedures.

You'll prepare, cook and present meals to specification.

You'll work as part of a tight-knit team in an exciting, fast-moving environment.

### **Key Details**

Working Week 40 Hours Shift Work

Weekly Wage £ 221.20

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**

Training to be Provided

### **Skills Required**

You need to have a keen interest in the Hospitality Industry and be dedicated to working towards your NVQ.

### **Qualifications Required**

No Qualifications Required