

'Promoting Dudley opportunities for young people

VACANCIES WEEK COMMENCING 28TH APRIL 2014

THIS WEEK WE HAVE THE FOLLOWING VACANCIES:

- **WAREHOUSE ASSISTANT**
- **RETAIL ASSISTANT**
- **TELESALES ASSISTANT**
- **ADMIN ASSISTANT**
- **TELESALES ASSISTANT**
- **HORTICULTURE ASSISTANT**
- **BAR PERSON ASSISTANT**
- **BUSINESS ADMIN ASSISTANT**
- **OFFICE ADMIN 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.

WAREHOUSE ASSISTANT

NAS REF: 375831 IO REF: 4837 AREA: DUDLEY

Vacancy Description

This Traineeship Opportunity, is UNWAGED Work Experience as part of an entry to work course. A mix of 3 days attending this work placement/ experience opportunity & 2 days at a Rathbone centre.

As part of the traineeship programme you will be given training and support to gain work experience in all aspects of:

- Receiving & dispatching stock/ goods.
- Locating/ placing stock into storage.
- Order picking/ generation to completion using client order sheets.
- Palletising & securing stock.
- Manual handling & use of authorised lifting equipment.
- Maintaining good housekeeping & Health & Safety practises.
- Using provided Personal Protective Equipment (PPE) as per company safe working practises.

Key Details

Working Week 30 hours. See Important Other Information

Weekly Wage Unpaid

Number of Vacancies 1

Key Dates

Closing Date For Applications 30/04/2014

Interview Begin From 05/05/2014

Possible Start Date 12/05/2014

Training

Training to be Provided

Skills Required

Able to work from instruction

Able to organise work environment

Use equipment when required

Qualifications Required

Good standard of English & math or equivalent.

RETAIL ASSISTANT

NAS REF: 375815 IO REF: 4838 AREA: DUDLEY

Vacancy Description

This Traineeship Opportunity, is UNWAGED Work Experience as part of an entry to work course. A mix of 3 days attending this work placement/ experience opportunity & 2 days at a Rathbone centre.

As part of the traineeship programme you will be given training and support to gain work experience in all aspects of:

- Meeting & greeting customers
- Assisting customers to locate suitable products.
- Maintaining stock levels on the shop floor.
- Displaying new & existing stock according to company requirements.
- Working in a team & liaising with staff.
- Locating/ placing stock into storage.
- Manual handling & use of authorised lifting equipment.
- Maintaining good housekeeping & Health & Safety practises.
- Using provided Personal Protective Equipment (PPE) as per company safe working practises.

Key Details

Working Week 30 hours. See Important Other Information

Weekly Wage Unpaid

Number of Vacancies 1

Key Dates

Closing Date For Applications 30/04/2014

Interview Begin From 05/05/2014

Possible Start Date 12/05/2014

Training

Training to be Provided

Skills Required

A pleasant & outgoing nature able to meet & greet customers.

Qualifications Required

Good standard of English & math,

TELESALES ASSISTANT

NAS REF: 418279 IO REF: 4839 AREA: KINGSWINFORD

Vacancy Description

As Telesales Apprentice your duties will include contacting potential and existing customers, present products and services the company offers. Targets will be set to secure appointments and leads for sales advisors. Also general office duties.

Key Details

Working Week Mon - Thurs 9-5pm Friday 9-1pm 30 min break

Weekly Wage £ 99.16

Number of Vacancies 1

Key Dates

Closing Date For Applications 30/05/2014

Interview Begin From 14/05/2014

Possible Start Date 14/05/2014

Training

Training to be Provided

Skills Required

Hard worker, motivated, proactive and enthusiastic.

Team work in a sales environment.

Qualifications Required

GCSE Grade A-C in Maths (or equivalent)

GCSE Grade A-C in English (or equivalent)

ADMIN ASSISTANT

NAS REF: 417846 IO REF: 4840 AREA: STOURBRIDGE

Vacancy Description

Answer telephone from internal and external
Take and fulfil orders on in-house computer system
Filing
Making calls to customers
Photocopying
General Administration duties

Key Details

Working Week Mon-Fri 8.15-4.45 40 hours
Weekly Wage £ 180.00
Number of Vacancies 1

Key Dates

Closing Date For Applications 14/05/2014
Interview Begin From 16/05/2014
Possible Start Date 26/05/2014

Training

Training to be Provided

Skills Required

Has a good working knowledge of Microsoft, especially Word, Outlook and Excel

Qualifications Required

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

TELESALES ASSISTANT

NAS REF: 397761 IO REF: 4841 AREA: STOURBRIDGE

Vacancy Description

This is an ideal opportunity for the right candidate to start a career in Telesales.

Your daily duties will include:

- Managing databases
- Generating new business
- Managing accounts
- Meeting targets
- Making appointments for sales engineers
- Chasing up calls
- Sending emails
- Any other duties as required

Key Details

Working Week 37.5hrs, Monday-Friday, 8.30 to 5pm

Weekly Wage £ 100.50

Number of Vacancies 1

Key Dates

Closing Date For Applications 22/06/2014

Interview Begin From 22/04/2014

Possible Start Date 28/04/2014

Training

Training to be Provided

Skills Required

This candidate should have a polite telephone manner and is IT Literate.

Qualifications Required

5 GCSES – including English , Maths and ICT or equivalent.

HORTICULTURE ASSISTANT

NAS REF: 415237 IO REF: 4842 AREA: DUDLEY

Vacancy Description

The Apprentice will assist and help with, while receiving on the job training, the following tasks:

General amenity grounds maintenance duties using hand tools and mechanical horticultural appliances.

Pedestrian mowing operations.

Cleaning, sweeping and weeding operations.

Sweep, litter pick and empty bins, including the removal of dog faeces and emptying dog bins.

Digging, forking, hoeing, weeding, pruning, mulching, application of fertilisers.

Hedge cutting, grass mowing (Cylinder, rotary, strim, flail). Edging of grass (Half-moon and LHS), Litter/leaf blowing.

Assist with initial marking out of sports facilities.

Over marking of sports pitches, running tracks, field events, rounders, javelin, shot, discus, tennis etc.

Key Details

Working Week 37 hrs p/w Mon-Fri

Weekly Wage £ 99.16

Number of Vacancies 3

Key Dates

Closing Date For Applications 07/05/2014

Interview Begin From 28/04/2014

Possible Start Date 12/05/2014

Training

Training to be Provided

Skills Required

Applicant must be physically capable of undertaking a wide range of practical and physical tasks such as planting out, digging, sweeping and litter collection. They will be able to communicate sensitively, politely and clearly with members of the public and other members of staff.

Will be able to follow instructions, rules and procedures and able to work to agreed deadlines.

Qualifications Required

A full driving licence must be held and maintained and will be subject to checking with the DVLA.

BAR PERSON ASSISTANT

NAS REF: 397611 IO REF: 4843 AREA: KINGSWINFORD

Vacancy Description

The main responsibilities of the role are;

Serving food to customers

Serving drinks behind the bar and to customers tables

Provide excellent customer service

Cellar duties

All cleaning duties including clearing tables and collecting glasses

Key Details

Working Week 30 hours per week

Weekly Wage £ 80.40

Number of Vacancies 1

Key Dates

Closing Date For Applications 30/04/2014

Interview Begin From 24/03/2014

Possible Start Date 01/04/2014

Training

Training to be Provided

Skills Required

Good communication skills

Ability to work in a team

Qualifications Required

Basic level of English and Math's

BUSINESS ADMIN ASSISTANT

NAS REF: 398214 IO REF: 4844 AREA: DUDLEY

Vacancy Description

Working in various departments across various locations in Dudley Council.

Role and Responsibilities:

Dealing with telephone enquiries, with appropriate discretion, taking messages

Sharing reception duties with appropriate discretion

Assisting with general word processing, filing, photocopying and other clerical duties

Contacting relevant directorates and passing on information

Using the computer to access information

Receipting and distributing the mail

To undertake petty cash and cash handling as required

To provide a comprehensive administrative support service

To provide a high quality customer care service to staff, service users, visitors and others who come into contact with the service

To be accountable for and promote equal opportunity, diversity and community cohesion to meet Council, Directorate and Service objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.

Key Details

Working Week Mon-Fri 36.5 hours p/w or 4 / 7 days 30 hours p/w

Weekly Wage £ 97.82

Number of Vacancies 12

Key Dates

Closing Date For Applications 09/05/2014

Interview Begin From 12/05/2014

Possible Start Date 28/04/2014

Training

Training to be Provided

Skills Required

Able to use a calculator to do percentages, add, subtract, multiply and divide

Able to use a keyboard and computer to produce a variety of documents

Able to communicate clearly and politely both verbally and in writing

Able to learn and follow rules and procedures

Able to use own initiative

Able to work to deadlines

Able to work as part of a team

Qualifications Required

GCSE Grade 'C' or above in English and Mathematics or equivalent.

OFFICE ADMIN ASSISTANT

NAS REF: 416428 IO REF: 4845 AREA: STOURBRIDGE

Vacancy Description

Creating Quotations on the software package 'window designer'.

Inputting information.

Take drawing information sizes from customers over the phone, checking for accuracy and converting information into a legible quotation

Handling mail-posting out quotations/email if possible.

Taking customer information – updating systems

Maintaining stock/checking supplier prices

Negotiation of supplier prices.

Dealing with visitors

Checking correct materials for jobs.

Dealing with Builders Merchants to include checking prices,

sending lists and analysing deals.

Assisting across all stages of chasing invoices using Sage and imputing invoices.

Final job analysis - looking at materials used against quotation.

General office administrative tasks to include taking calls and assisting colleagues.

Key Details

Working Week Mon-Fri 8-4pm (35hrs p/week)

Weekly Wage £ 98.00

Number of Vacancies 1

Key Dates

Closing Date For Applications 05/05/2014

Interview Begin From 06/05/2014

Possible Start Date 19/05/2014

Training

Training to be Provided

Skills Required

IT Skills

Excellent communication both written and oral

Good numeracy

Spread sheet/Sage software

Qualifications Required

5 GCSEs graded A-C including English Language and Maths or equivalent