

'Promoting Dudley opportunities for young people

VACANCIES WEEK COMMENCING 2ND MAY 2016

THIS WEEK WE HAVE THE FOLLOWING VACANCIES:

- **SOFTWARE DEVELOPMENT ASSISTANT**
- **CUSTOMER SERVICE ASSISTANT**
- **IT DATABASE ASSISTANT**
- **ENGINEERING TECHNICAL SALES ASSISTANT**
- **ENGINEERING MACHINE ASSISTANT**
- **CARPENTRY ASSISTANT**
- **IT AND SALES SUPPORT ASSISTANT**
- **RECYCLING SERVICE WAREHOUSE ASSISTANT**
- **CARPENTRY ASSISTANT**
- **ADMIN ASSISTANT**
- **WAREHOUSE ASSISTANT**
- **ADMIN / RECEPTION ASSISTANT**
- **SALON ASSISTANT**
- **MOTOR VEHICLE MAINTENANCE AND REPAIR ASSISTANT**
- **SALON ASSISTANT**
- **WAREHOUSE ASSISTANT**
- **ROOFING 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.

Weekly wage

£150.00

Working week

37.5 hours per week

Date posted

25 Apr 2016

Positions

2 available

The position offers a competitive weekly wage, the opportunity to develop your existing skills and knowledge as well as a nationally and industry recognised qualification.

You will be given full and ongoing training to become involved in the following duties:

Working and learning on C/C++ and HTML5

Coding and programming including code debugging

Solving problems

Working as a team player

Creating and testing software to work on Amusement Games

Desired skills

Good communication skills

A strong passion for IT

The ability to use your own initiative

Confident

Good time keeping skills

Qualifications required

Preferably 5 GCSEs (A-C) or equivalent/predicted

Passion for IT

Weekly wage

£132.00

Working week

40 hours Monday - Friday 08:30 - 17:00

Date posted

25 Apr 2016

Positions

As a customer service Apprentice your main duties will be answering queries and offering information, this job involves a lot of interaction with the general public (as well as with colleagues) in a variety of methods including face-to-face, over the phone and via email.

You'll be expected to keep up-to-date with all the latest products and services so you can explain it to customers who may be interested.

You be required to present a professional image at all times and be reliable with good time keeping. Duties may also involve updating records so attention to detail will be important.

Desired skills

Attention to details

Good communication skills

Have an interest in helping people

Qualifications required

Level 2 (or equivalent) maths and English or working towards.

IT DATABASE ASSISTANT

NAS REF: 790670 IO REF: 14197 AREA: HALESOWEN

Weekly wage

£123.75

Working week

Monday – Friday 9:00am – 5:00pm 37.5hrs pw

Date posted

26 Apr 2016

Positions

The role will be to assist the business with day to day duties, which include the following:

Finding Client on such sites as Gumtree

Finding Properties on such sites as Gumtree

Uploading Photos

Uploading information on to Gorman Database

Upload information/photos onto website

Desired skills

Excellent written and verbal communication skills, with a confident professional telephone manner

Good organisational skills

Determined and result orientated

Ability to work using own initiative

Qualifications required

Ideally a minimum 4 GCSE's C and above Including Maths, English and ICT (or equivalents)

Weekly wage

£220.00

Working week

40HPW Monday-Friday between 8:00-17:00

Date posted

27 Apr 2016

Positions

This is a sales role working for an engineering company that manufacture mezzanine floors and support steelwork in-house, using the latest 3D-CAD/NC technology.

Duties include:

Produce quotes

Designs for trade only sales

Visit customers and provide customer support.

Desired skills

CAD experience essential.

Sales experience preferable.

Driving licence advantageous.

Qualifications required

GCSE A-B in Maths and C in English. Or if you hold a grade C in maths at the higher paper then you will need to achieve a level 2 in a maths initial assessment.

Weekly wage

£124.60

Working week

Monday - Friday 08.30-4.30pm 37hours

Date posted

27 Apr 2016

Positions

The role involves:

Manufacturing components as required using capstans and lathes.

You will learn how to set up and operate machinery to produce parts required by the customer, clean down machines and keep them in reasonable order, report any faults with machinery immediately and assist in generally keeping the workshop area tidy.

To learn all the facets of engineering in a traditional engineering environment to include:

Capstan setting/operating

Drilling

Grinding

Milling

Basic tool making

Cutting

Forging basics

Desired skills

The ideal candidate will be practical

Not afraid to get their hands dirty

Physically fit

Have good attention to detail

Qualifications required

Ideally 4 GCSEs grades A-C including maths and science (or equivalent)

Weekly wage

£132.00

Working week

Mon to Fri 8am - 4:30pm- 40 hours

Date posted

27 Apr 2016

Positions

As a carpenter, you may work in one or more of the following areas:

Cutting and shaping timber for floorboards, skirting boards and window frames

Making and assembling doors, window frames, staircases and fitted furniture

Fitting wooden structures, like floor and roof joists, roof timbers, staircases, partition walls, and door and window frames (first fixings)

Installing skirting boards, door surrounds, doors, cupboards and shelving, as well as door handles and locks (second fixings)

Building temporary wooden supports for concrete that is setting, for example on motorway bridge supports or building foundations (form work)

Making and fitting interiors for shops, hotels, banks, offices and public buildings.

Desired skills

Carpentry Apprentices are required to have a hands-on approach whilst working so applicants should enjoy practical work.

Qualifications required

Ideally English and Mathematics at grade A-C or 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.

Weekly wage

£155.00

Working week

38.75hrs Mon-Fri 8:30am-5.15pm

Date posted

27 Apr 2016

Positions

Day to day duties will include:

Programming

Testing returned products

Evaluating new products

Software & hardware set-ups

Training staff on products & software

Market research

Desired skills

Good communication skills both written and verbal

Good organisational skills

Good knowledge of current PC technologies

Good understanding of programming and general IT work

Have the ability to problem solve and think on their feet

Qualifications required

English: A – C, Maths: A – C, IT: A – C or level 2 or equivalent.

RECYCLING SERVICE WAREHOUSE ASSISTANT
NAS REF: 826832 IO REF: 14202 AREA: KINGSWINFORD

Weekly wage

£128.70

Working week

39 HPW, Monday - Friday 8:00am - 5:00pm

Date posted

27 Apr 2016

Positions

Specialised recycling services for plastics to all industrial plastic.

Trade plastic and plastic packaging manufacturers including other associated industries and currently work with many top tier suppliers across several industry sectors.

As a Warehouse and Storage apprentice you will play an important role.

The job can be physically demanding; a certain amount of physical strength is needed.

Desired skills

Work in a focused manner

Follow instruction

Be organised

Qualifications required

GCSE Grade A-E and above in Maths and English or equivalent.

Weekly wage

£132.00

Working week

Mon to Fri 8am - 4:30pm- 40 hours

Date posted

27 Apr 2016

Positions

As a carpenter, you may work in one or more of the following areas:

Cutting and shaping timber for floorboards, skirting boards and window frames

Making and assembling doors, window frames, staircases and fitted furniture

Fitting wooden structures, like floor and roof joists, roof timbers, staircases, partition walls, and door and window frames (first fixings)

Installing skirting boards, door surrounds, doors, cupboards and shelving, as well as door handles and locks (second fixings)

Building temporary wooden supports for concrete that is setting, for example on motorway bridge supports or building foundations (form work)

Making and fitting interiors for shops, hotels, banks, offices and public buildings.

Desired skills

Carpentry Apprentices are required to have a hands-on approach whilst working so applicants should enjoy practical work.

Qualifications required

Ideally English and Mathematics at grade A-C or 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.

Weekly wage

£132.00

Working week

40HPW Monday-Friday 8:30-17:30

Date posted

7 days ago

Positions

Job role duties include:

Meeting customers

Taking phone calls

Email enquiries

Raising job sheet and invoices

Ordering parts

Other general administration duties.

Desired skills

General computer skills, Multi-media skills.

An interest in vehicles would be beneficial.

Qualifications required

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

Weekly wage

£132.00

Working week

40HPW Monday-Friday 8:00-17:00

Date posted

7 days ago

Positions

Daily tasks to include:

PC work

General upkeep of the factory

Order picking

Wrap and arrange despatch consignments

Stock upkeep and rotation

Training on upholstery and repairs

Desired skills

PC Literate

Methodical

Organisational

Qualifications required

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

Weekly wage

£132.00

Working week

40HPW Monday-Friday 8:30-17:30

Date posted

7 days ago

Positions

Job role duties include:

Meeting customers

Taking phone calls

Email enquiries

Raising job sheet and invoices

Ordering parts

Other general administration duties.

Desired skills

General computer skills, Multi-media skills.

An interest in vehicles would be beneficial.

Qualifications required

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

SALON ASSISTANT

NAS REF: 827921 IO REF: 14207 AREA: HALESOWEN

Weekly wage

£132.00

Working week

40 hours Wednesday to Saturday

Date posted

7 days ago

Positions

Duties include:

Reception duties

Greeting and preparing the clients for the stylists

Shampooing

General cleaning duties within the salon

Manage stock levels

Desired skills

No previous experience necessary, just enthusiasm!

Qualifications required

None required – English and Maths GCSE grade E or above or equivalent.

MOTOR VEHICLE MAINTENANCE AND REPAIR ASSISTANT
NAS REF: 823414 IO REF: 14208 AREA: HALESOWEN

Weekly wage

£132.00

Working week

Mon- Fri 8.30-5.30pm (40hpw)

Date posted

7 days ago

Positions

As Maintenance & Repair Apprentice you will be required to:

Inspecting vehicles

Carrying out general maintenance and repair

MOT preparation

Cleaning vehicles

Developing an understanding of diagnostic procedures

Gaining an understanding in the automotive environment

Knowledge in how to identify customer needs

Desired skills

Working quickly while paying attention to detail

Good communication

Excellent practical skills

SALON ASSISTANT

NAS REF: 827144 IO REF: 14209 AREA: KINGSWINFORD

Weekly wage

£130.35

Working week

39.5HPW Various hours including Saturdays

Date posted

7 days ago

Positions

You will work alongside and assist a team of highly experienced and skilled Stylists to gain knowledge and firsthand experience in all aspects of hairdressing including Hair Extensions, colour correction, Barber skills, Wedding & Prom hair, classic & modern styling including advanced cutting skills.

As part of your role in developing your skills you will be required to learn all aspects of becoming a hairdresser.

Your roles will include:

A high level of customer service at all times. Training will be given for this

Making drinks for clients

Keeping the salon spotlessly clean at all times

Answering the telephone & booking appointments

Taking payments

Shampooing and Conditioning

Desired skills

Must be able to work as a team.

Enthusiastic & Keen to learn.

Punctual

Polite

Qualifications required

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

Weekly wage

£160.00

Working week

40HPW Monday-Friday 7:30-16:30

Date posted

6 days ago

Positions

Key aspects of the role are:-

General house keeping

Managing stock in/out

Preparing new battery packs (ready for collection and site fitting)

Moving item around the warehouse (Fork Lift Truck) FTL license would be an advantage

Assistance on site with battery repairs

Site maintenance

Possible office duties

Desired skills

Common sense

Friendly and positive

Qualifications required

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

Competency in information technology (ICT), emails, word and excel. We would be looking for an immediate start.

ROOFING ASSISTANT

NAS REF: 828402 IO REF: 14211 AREA: HALESOWEN

Weekly wage

£157.45

Working week

8am - 4:30pm 37 hours per week

Date posted

6 days ago

Positions

The Construction Apprenticeship will provide you with an exciting alternative to full-time education and an opportunity to gain valuable work experience, skills and qualifications with the largest employer in the Dudley Borough – Dudley MBC.

As an apprentice, you will develop a wide range of skills to prepare you for your future career. Once you have learnt the basics you will be given the opportunity to gain more responsibility, putting new skills into practice. Work experience will be carried out working with fully qualified trades personnel based at various depots within the Dudley Borough. Throughout the training programme, the performance of all trainees will be regularly assessed and monitored.

Vocational education will be undertaken on a semi-block release or day release basis, based at a local college.

Whilst engaged on the Construction Apprenticeship you will work towards attainment of NVQ Level 2 in your initial trade discipline and may further progress to Level 2 in a secondary trade

Electrical and mechanical programmes will work to an equivalent of a level 3 qualifications.

Desired skills

Roof, Slating & Tiling Apprentices are required to have a hands-on approach whilst working so applicants should enjoy practical work.

Apprentices should have excellent numeracy skills as they will be performing complex calculations and should be thorough with numbers, with a knack for organising tasks.

Above all else Dudley Metropolitan Borough Council requires an applicant who is keen to learn and dedicated to the Apprentice programme.

Qualifications required

Estimated/Actual Grades 'C' or above in 4 or more subjects, including Mathematics and English (*Proof of Actual Grades will be required prior to formal offer being made)

Willing and keen to undertake relevant NVQ Qualifications

Ability to develop further vocational and practical skills that require further knowledge and understanding of the construction sector