

APPRENTICE ADMINISTRATOR

An excellent opportunity to join a leading provider of housing maintenance services!

Who are Wates Living Space?

We are one of the UK's leading providers of housing maintenance services in the social housing sector, maintaining over 500,000 homes nationwide every year.

As a family-owned business, we know our people are at the core of our continuing success. We are looking for a motivated individual with a passion for learning and a keen interest in the construction, development and property services industry to join our business as an Apprentice Administrator.

If you are passionate about developing your career and are driven to succeed, we want to hear from you.

Location: Neasden

Salary: £9.50 per hour

Contract Hours:

40 hours per week. Monday to Friday, 8am to 5pm.

Qualification: Level 2 Business Administration

Job Role & Responsibilities:

- ✓ Answering and directing phone calls.
- ✓ Sending and receiving emails, including looking after our customer mailbox.
- ✓ Assisting with booking meeting rooms.
- ✓ Keep record of the visitors signing-in sheet.
- ✓ Dealing with deliveries to the office.
- ✓ Uploading letters and documents through our in-house system.
- ✓ Keeping track of Resident Satisfaction surveys.
- ✓ Dealing with parking permits and making sure the forms are filled in correctly.

What skill & qualities will you need?

- ✓ Good team player
- ✓ Good communication skills
- ✓ Organised
- ✓ Reliable
- ✓ Basic IT skills
- ✓ Desire to work towards a qualification

Eligibility Criteria:

**Applicants must be 16-24, due to funding restrictions and be a Brent resident.
No formal qualifications required but assessment will be carried out at interview.
Must not hold a Level 4 (degree) qualification.**

Closing date: Tuesday, 20th December 2016

Please go to www.supplybrent.co.uk to view the vacancy in detail – including recruitment timeline. Alternatively, email brent.works@brent.gov.uk and we will send you a registration form you need to complete to apply.



Brent Civic Centre, Engineers
Way, Wembley, HA9 0BU

020 8937 6295

2x ADMINISTRATIVE ASSISTANT

An excellent opportunity to work in a physiotherapy practice, based inside a health club

Employer: BB0912
Location: Hendon, NW4

Contract hours:
32-34 hours, the remaining 4 hours per fortnight will be either for further training or free for the apprentice to complete their coursework independently.

Salary: £192.50 - £210.00 per week

Job Role & Responsibilities:

- ✓ The primary role is managing the appointments diary for the clinicians at our North London clinic
- ✓ Managing the communication between the clinicians and the many referring orthopaedic consultants that we deal with, including processing letters and correspondence
- ✓ Answering client enquiries in person and by phone and email
- ✓ The role will also involve assisting with the management of the appointments diary for the beauty therapists and massage therapists in the spa section
- ✓ Taking payments and processing these payments onto our computerised practice management program
- ✓ Being responsible for the electronic storage of client files, including entering information onto the system, and scanning and uploading files to our software system
- ✓ Greeting clients and ensuring registration forms are completed
- ✓ Assisting with marketing activities

What skill & qualities will you need?

- ✓ Good organisational skills, including ability to prioritise workload Competent in the use of Microsoft Office, in particular Word, Excel, and Outlook.
- ✓ Good standard of written and verbal communication Good typing and word processing skills
- ✓ Good communication and interpersonal skills
- ✓ Good understanding of health and wellbeing
- ✓ Ability to deal with money and take payments
- ✓ Ability to undertake training and become competent in the use of other electronic systems
- ✓ Proven ability to work under pressure

Eligibility Criteria:
16-24 years due to funding restrictions.

Closing date: Monday, 19th December 2016

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APPRENTICE OFFICE ADMINISTRATOR

An excellent opportunity to join a small successful company dealing with international clients

Who are MPA Coaching?

We are an agency recruiting and placing international students looking for an internship, accommodation and language courses in London and overseas and we are looking to recruit an administrator to work in our North West London office.

The role will involve dealing with day to day management queries, maintenance issues for the managed portfolio of residential and commercial properties and will include inspecting properties, liaising with Housing Association and Private tenants and arranging for contractors to carry out works on properties.

Location: Colindale – NW9

Contract Hours: 30 – 35 hours per week.

Salary: £Competitive.



Job Role & Responsibilities:

- ✓ Helping customers choose products
- ✓ Checking room availability with host families
- ✓ Communicating with customers and giving a positive impression of the business
- ✓ Dealing with various methods of payment
- ✓ Dealing with day to day recruitment and admin queries
- ✓ Answering telephone enquiries and processing as appropriate
- ✓ Undertaking follow-up calls
- ✓ Organising Skype interview between partners and the candidates
- ✓ Monitoring requests from students, making sure they are dealt with quickly and efficiently
- ✓ Post publications on our social media platforms



What skill & qualities will you need?

- ✓ Computer literate with good knowledge of Word, Excel and Outlook
- ✓ A positive 'can do' attitude, professional approach and personable manner
- ✓ Assertive and confident individual
- ✓ Excellent communication skills – written and spoken

Eligibility Criteria:
16-24 years due to funding restrictions.

Closing date: Tuesday, 13th December 2016

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APPRENTICE HEALTHCARE ASSISTANT

An excellent opportunity to start a career within Social Care

Employer: Skillcare Ltd

Location: London Borough of Brent, Enfield or Barnet

Contract Hours:

Selection of 5 days per week – Monday to Sunday.
7am to 8pm (shift work).
36 hours.

Salary: £250.00 per week

Job Role & Responsibilities:

- Assist customers to get up, dressing and preparing them for their day,
- Washing, bathing, showering, oral care, grooming,
- Toileting, assisting with use of commode, emptying commode,
- Contenance management,
- Using manual handling equipment as specified,
- Working with other care professionals such as District Nurses, GPs, etc.,
- Assisting with prescribed medication,
- Assist customers to go to bed, including undressing and washing,
- Preparation of meals and assistance with feeding,
- General household duties,
- Bed making and laundry,
- Shopping and supplies management,
- To keep accurate records of care visits.



Looking for candidates:

Essential

- ✓ Genuine care for others,
- ✓ Good communication skills,
- ✓ Ability to understand what the role entails,
- ✓ Ability to follow instructions.

Desirable

- ✓ Experience in care provision,
- ✓ Own transport,
- ✓ Flexible availability.

Applicants can be ANY AGE – there is no funding restriction

Closing date: **Ongoing**

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Hotel Receptionist Apprentice

Level 2 Business Admin Apprenticeship

Location: Wembley

Contract Hours: Full time

Salary: £5 per hour including uniform, free meals on duty, pension scheme, fitness club membership, hotel discounts worldwide, access to a wide variety of discount schemes and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.



Job Role & Responsibilities

Support the Reception Team in being the personality when our guests arrive at the hotel or make telephone enquiries. It's vital that they are warmly and efficiently welcomed, as you 'confidently read' and respond appropriately to their individual requirements. Equally, when they check out after an extended or short stay with us, we want them to leave happy and looking forward to their next visit.

- ✓ Assist guests in a friendly, courteous and professional manner with registration ensuring that any special requirements are noted and passed to the appropriate department.
- ✓ Ensure all complaints are dealt with appropriately and pass full and accurate details of any complaints to your line Manager.
- ✓ Assist guests in a friendly, courteous and professional manner when they are checking out of the hotel.
- ✓ Operate the hotel switchboard to the Company standard, ensuring that all messages are correctly handled.
- ✓ Be able to deal efficiently with reservation requests, confirmation of bookings and special requests.

Looking for candidates:

- ✓ Customer Service experience
- ✓ Ability to communicate clearly and concisely
- ✓ Customer focused "No problem mentality"
- ✓ Smart professional appearance
- ✓ Passionate about Standards
- ✓ Keen eye for details
- ✓ Excellent organisational skills
- ✓ A sense of humour

Minimum requirements: Applicants must be 16-24 due to funding restrictions.

Closing date: **ASAP**

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Apprentice Retail Sales Assistant

Level 2 Retail

Employer

ID2909

Location

Wembley

Contract Hours

30 hours

The work pattern is any 5 days out of 7 on a rota basis. Shifts will include days, and weekend work to the requirements of the workplace.

Salary

£112.50 per week

Job Role & Responsibilities

As a Retail Sales Apprentice your duties will include, helping customers to choose products, checking stock levels, using a till, communicating with customers and giving a positive impression of the business.

Complying with legal and organisational procedures, dealing with various methods of payment, sorting out pricing problems, spotting faulty goods.

As an Apprentice you will be included on a Retail Qualification, this will involve a Vocational Learning Advisor who will visit you on a regular basis, to deliver the training and coach the Apprentice and will be observing whilst you work.

Looking for candidates:

To be successful in this role you will need to be a hard worker with good communication skills and who is able to provide excellent customer service. You will need an outgoing personality and plenty of common sense, be reliable & punctual.

Minimum requirements: Applicants must be 16-24 due to funding restrictions.

Closing date: **ONGOING**

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Business Administration Apprenticeship Level 2

Location: Preston Road, London

Contract Hours

Monday – Sunday (5 days per week shift work)
10am – 6pm

Salary: £5.00 per hour

Who are Liberty Cars?

What do you expect from a mini cab service in London?

Punctuality, reliability, competitive fares and attentive staff. We agree. We believe that every minicab company should deliver this service as a bare minimum. We here at Liberty Cars believe that a cab service can provide much more. Minicab hire should make your life easier and that is at the core objective of our service, taking the hassle out of travel.

Whether you are looking for a local minicab in London, an airport transfer or a seaport transfer, we have a reliable and affordable solution.

Job Role & Responsibilities

This role will include but is not limited to the following:

- ✓ Data entry
- ✓ Filling
- ✓ Answering telephone calls
- ✓ Researching competitors online

Looking for candidates who have:

- ✓ Good written and oral communication
- ✓ Ability to manage conflicting priorities and meet deadlines to the satisfaction of all parties
- ✓ Professional approach to work
- ✓ Keen eye for detail
- ✓ A mature and professional manner
- ✓ Ability to learn quickly about the business and a willingness to learn
- ✓ Self-motivated

Closing date: ASAP

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