

Business Administration

Location: Burscough

Hours: 30 hours per week

Salary: £120 per week

Company: Learn Live Ltd

Learn Live Ltd are offering an exciting opportunity to support a growing business in helping customers access the Learn Live portal and provide information on future live broadcasts into schools and colleges.

- To research and analyse information on schools and colleges as required by the managing Director.
- To help with and make suggestions to proposals for change and improvement using knowledge about teachers after speaking to them from within schools.
- To deal with and process website requests that cannot be dealt with at the first point of contact using live chat facility on the website.
- To learn aspects of customer service delivery; delivering a professional, responsive service, and meeting agreed response times and targets.
- To gain experience in the use of all ICT and online systems, help with testing and assist in the creation, development and maintenance of all computerised files and statistical information
- To carry out specific clerical and administrative business support duties relevant to the role.

Progression for the right candidate.

Call the Apprenticeship Team on 01695 52490

Business Administration Level 2

Location: Skelmersdale

Hours: 40 hours per week

Salary: £140 per week

Company: Graylaw Freight Group Ltd

Exciting opportunity to join Graylaw Freight Group who are market leaders in freight to the Isle of Man as well as distribution in the UK, offshore and worldwide.

They are looking for the individual to have basic computer skills, smart appearance and good keeping.

As the administrative assistant apprentice, you will be assisting the other office staff members with their daily administration duties:

- Answering the telephone and dealing with day to day enquiries
- Inputting data and customer orders onto the computer system
- Filing paperwork, scanning documents and photocopying
- Photocopying
- Other office duties

Progression onto Level 3 is available.

Call the Apprenticeship Team on 01695 52490

Business Administration Level 2

Location: Skelmersdale

Hours: 37 hours per week

Salary: £129.50 per week

Company: Lifting Gear

Lifting Gear are offering the opportunity to join a rapidly expanding business specialising in the supply of equipment related to lifting and handling.

Duties will include:

- Answering telephone calls
- Taking effective messages and ensuring delivery to recipient
- Meeting & greeting visitors
- Arranging meetings
- Ensuring resources are available for all meeting
- Typing company communications
- Mail (both incoming and outgoing)
- Updating customer records
- Faxing, Filing, scanning and photocopying
- Reception duties

Progression opportunities available.

Call the Apprenticeship Team on 01695 52490

Professional Cookery Level 2

Location: Skelmersdale

Hours: 30 - 40 hours per week

Salary: £105-£140 per week

Company: Plantation Restaurant

A fantastic opportunity has emerged for a Professional Cookery Level 2 Apprentice to join a busy restaurant located within Warbreck Garden Centre.

Duties to include:

- You will be responsible for assisting the head and sous chef on the day to day running of the kitchen.
- Preparing the larder section i.e. salads, breakfasts, dressing.
- Maintaining food hygiene standards.
- Help with kitchen porter duties.
- Baking fresh cakes, scones and pastries.
- Basic knife skills, basic food and ingredient knowledge desirable.
- Food hygiene qualification desirable.
- Opportunity to progress onto Professional Cookery Level 3.

Progression and future promotion within the work place.

Call the Apprenticeship Team on 01695 52490

Business Administration Level 2

Location: Skelmersdale

Hours: 37.5 hours per week

Salary: £150 per week

Company: Redwood Distribution

This is a great opportunity to work in a varied administration role whilst gaining a level 2 qualification in Business administration.

Duties include:

- Release & Print Works orders
- Using sage, highlight works orders ready to be released and print off.
- Print works instructions & Putting together of Works order Pack
- From the technical server, print off the work instructions, cutting data and print data for the released works orders. These technical documents are put together with the relevant work order as a pack and passed to production
- Book in sub assembly works order
- Booking in quilting, slitting and foam works orders. Issue the raw material batches stated on the works orders and book the finished product in the relevant stock location
- Works Order House Keeping
- Review outstanding works orders with production to identify orders which will not yield their outstanding qtys. These orders will then need closing to remove from the list of work in progress.
- Cutting sheet scanning
- Copies of the cutting sheets from Manual Cutting and Gerber are scanned on to system. These are saved as PDF files under the works order number into an archive folder for future reference
- 4th Receptionist
- Answering external calls and taking messages from suppliers/customer
- Covering for packing admin - issuing cutting sheets, booking in stock and printing labels
- Production Monitoring Admin
- Works order Audit

Progression within the company.

Call the Apprenticeship Team on 01695 52490

Customer Services & Business Administration Level 2

Location: Skelmersdale

Hours: 37.5 hours per week

Salary: £153.90-£285.00 per week

Ref: Cappeli Venetians & Blinds Ltd

Cappeli Venetians & Blinds is offering an excellent opportunity to work in there outgoing office. Cappeli offers a 48-hour turnaround service for supply only or supply and fit of blinds. They are looking for desired skills in communication, teamwork, computer literate, time management and planning & organising. In addition, the ideal candidate should have good common sense, be able to work under pressure and willing to learn new skills.

Duties to include:

- Office administration and business support.
- Answering telephone calls.
- Liaising with customers.
- Liaising with colleagues in the office and factory floor.
- Produce delivery sheets along with invoices.

Progression onto Level 3 in Business Administration.

Call the Apprenticeship Team on 01695 52490

Energy Administration Level 2

Location: Skelmersdale

Hours: 37.5 hours per week

Salary: £203.50-£222.00 per week

Company: Brownlow Utilities Ltd

Brownlow Utilities Ltd provides a broad range of outsourced energy and water management services to large industrial and commercial energy users. They are looking for the ideal candidate to be IT Literate, have good communication skills, high level of numeracy, time management, be able to work in a team as well as planning & organising. In addition to this, they are looking for the individual to be confident, have an appetite for technical learning and have a high work ethic.

You will be conducting specific and general office administration duties, such as:

- Supporting the Energy Purchasing Analyst to negotiate energy purchase contracts.
- Inputting contract information onto the data systems.
- Terminating contact agreements.
- Registration and objections of contracts and bill checking.
- Filing
- Photocopying
- Answering and making telephone calls.

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Professional Cookery Level 2

Location: Ormskirk

Hours: 40 hours per week

Salary: £152.00

Company: The Kicking Donkey

The Kicking Donkey are looking to recruit an enthusiastic Apprentice Cook/Catering Assistant to work within their ever growing kitchen. The Kicking Donkey is a classic country pub and restaurant with bags of character, boasting a selection of cracking real ales and stunning wines. Their full menu is made up from freshly prepared, seasonal, local produce. They serve hot specials, sandwiches, pub tapas, cakes and much much more!

They are looking for the ideal individual to have good communication skills, be able to work within a team, hardworking and be confident. Alongside this, they want the individual to have good personal hygiene as you will be working within a kitchen, hungry to learn and enthusiastic.

As a Professional Cookery Apprentice, you're an essential to the running of the restaurant, so we are looking for applicants whom are passionate about food and are looking to work their way up within a professional kitchen.

Duties will include:

- Maintain food safety when storing, preparing and cooking food.
- Working effectively as part of a hospitality team.
- Maintenance of a safe, hygienic and secure working environment.
- Maintain an efficient use of resources in the kitchen.
- Present menu items according to a defined brand standard.
- Cook vegetables.
- Prepare and finish simple salad and fruit dishes.
- Maintain an efficient use of food resources.
- Promote new menu items.
- Set up and close kitchen.
- Employment rights and responsibilities in the hospitality, leisure, travel and tourism sector.

Call the Apprenticeship Team on 01695 52490

Customer Service Level 2

Location: Crosby

Hours: 30 hours per week

Salary: £105 per week

Company: Purple Monster Play Centre

Purple Monster Play Centre is looking to recruit a hardworking and ambitious learner to join their play centre. You must be prepared to undertake a NVQ qualification in customer services and attend college as required.

The centre will provide parties so the candidate will also need to assist with party host duties, overseeing meals and play activities.

All staff will be required to assist with cleaning duties. Uniform will be provided.

- Monitoring and ensuring safety at all times.
- Cashier and reception duties, taking payments and giving information on services.
- Serving food and drinks.
- Occasional food preparation duties.
- Caring and patient when interacting with children of all ages.
- Show great qualities of communication skills.
- Ambitious, hard-working and show desire to want to progress.

Call the Apprenticeship Team on 01695 52490

Customer Service Level 2

Location: Burscough

Hours: 37.5 hours per week

Salary: £150 per week

Company: Face for Business

Face for Business is looking to take on the ideal candidate suitable for specific job requirements. They are a call handling service based in Burscough, who answer calls for companies that are too busy to answer their own incoming calls. They employ 20 people and are looking to expand on this due to the success in securing new clients. The candidate will be answering calls on behalf of the company's customers, preparing and sending a quality message. The role will involve some general office administration duties, also assisting the accounts, finance and marketing teams where required.

You will be an Apprentice PA, the job role will be putting the customer first for everything that you do. Duties would include:

- Answering calls directed to FFB from our clients
- Navigating our portal and sending a quality a message to our clients
- Assisting the marketing executive in tasks promoting our services on social media based customer journey
- Updating client database, research blogs
- Assisting the accounts executive in sending out invoices
- Updating accounts spreadsheets from customer enquiries.
- Preparing customer correspondence
- Other tasks where required.

Progression onto Level 3 in Customer Services.

Call the Apprenticeship Team on 01695 52490

Nursery Assistant Level 2

Location: Skelmersdale

Hours: 38 hours per week

Salary: £133 per week

Company: St Richard's Out of School Club

St Richard's Out of School Club is looking to take on the ideal candidate to support the Out of school club teacher by providing supervision and care of pupils including those with special needs and in the preparation of resources and classroom organisation. St Richards Out of School Club is set within St Richards Primary school and provides care for children from 2 years to 11 years for both nursery and school children within St Richards Primary school.

They are looking for a hard-working individual who is trustworthy, patient and confident. The individual must show willingness to help and be able to play alongside children.

You will be a Nursery Assistant, duties would include:

- Assist in the development of independent social skills.
- Assist with the supervision of pupil, including Wraparound nursery, before and after school.
- Attend staff training/meetings where appropriate.
- Work within school policies and procedures.

Progression is available onto Level 3.

Call the Apprenticeship Team on 01695 52490

Business Administration

Location: Skelmersdale

Hours: 40 hours per week

Salary: £140 per week

Company: Lindons Garage

Lindons Garage is looking for a friendly and honest individual with excellent numeracy, literacy and IT skill who want to work in Garage. Lindon's Garage is a busy garage workshop carrying out MOT's, servicing and repairs on all makes of vehicles.

Service receptionist main duties will include taking bookings, pricing up parts and creating estimates, job cards and invoices. Parts ordering, stock control and general administration. This is a customer-facing role so good communication skills will be needed.

You will be a Business Administration Apprentice, duties would include:

- Using the telephone and taking orders via the phone.
- Logging orders.
- Making service calls.
- Raising invoices.

Progression opportunities for the correct candidate.

Call the Apprenticeship Team on 01695 52490

Warehousing Apprentice

Location: Skelmersdale

Hours: 37 hours per week

Salary: £140 per week

Company: Cappeli Venetians & Blinds

Cappeli Venetians & Blinds are looking to recruit a warehousing apprentice. The individual will need to be hands-on, organised, reliable and be able to work well within a team.

Cappeli offers a 48 hour turnaround service for supply only or supply and fit of blinds. They specialise in made to measure wooden venetian blinds, comprising of 50mm wooden slats with either tape or string finish. Different colours are available which include white, traditional oak, antique oak, victoria walnut, haze grey and charcoal black. In addition to the venetian blinds that they offer, they also provide premium vertical and roller blinds.

You will be a Warehousing & Storage Apprentice studying a Level 2 qualification, duties would include:

- To learn how to make Roller Blinds & Vertical Blinds in the factory
- Health, Safety and Security at work
- Developing effective working relationships with colleagues
- Picking goods
- Assembling orders for dispatch
- Keeping work areas clean
- Moving and/or handling goods
- Checking stock levels and stock records
- Receiving goods

Progression opportunities for the correct candidate.

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Business Administration Apprentice

Location: Skelmersdale

Hours: 40 hours per week

Salary: £140 per week

Company: Fast Fence

Fast Fence is looking to recruit a Business Administration Apprentice to their every growing company. The individual must have good work ethic, be driven and ambitious and also be able to use their own initiative.

Fast Fence is a national supplier and installer of temporary fencing and hoarding to the construction industry. We work with blue-chip construction firms from our head office in Skelmersdale with installation teams throughout the UK.

You will be a Business Administration Apprentice studying a Level 2 qualification, duties would include:

- General administrative support across departments
- Preparing brochures and presentations
- File management
- Customer record and database management
- E-marketing

Progression will only be offered for the correct candidate.

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