

Business Administration Level 2

Location: Skelmersdale (WN8)

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

Professional Cookery Level 2

Location: Skelmersdale (WN8)

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

Customer Services & Business Administration Level 2

Location: Skelmersdale (WN8)

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 (WN8)

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.

Call the Apprenticeship Team on 01695 52490

Customer Service Level 2

Location: Burscough (L40)

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 (WN8)

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

Warehousing Apprentice

Location: Skelmersdale (WN8)

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, and 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.

Call the Apprenticeship Team on 01695 52490

Business Administration Level 2

Location: Parbold (WN8)

Hours: 30 hours per week

Salary: £105

Company: Parbold Doctor's Surgery

A great opportunity has arisen within a busy doctor's surgery. Parbold Doctor's Surgery is looking to recruit a Business Administration Level 2 who excellent communication skills and great IT skills. They are looking an individual who is capable of working as an individual or as part of a team.

You will be:

- Working on reception.
- Answering and managing telephone calls.
- Booking in appointments for clients
- Dealing with patients.
- Working in the office - filing, faxing.
- General office duties as well as working on reception covering staff holidays.

Medical Receptionist Apprenticeship

Location: Ormskirk (L39)

Hours: 30 hours per week

Salary: £105 per week

Company: The Elms Medical Practice

The Elms Medical Practice is looking for a patient and honest individual with excellent communication skills who wants to work in their medical facility as a receptionist. The Elms Medical Practice is a doctor's surgery with around 6000 patient to look after. They are a strong team with 18 members of staff that cover reception, administration and clinic workers. We pride ourselves in being a happy family oriented practice.

The role is to be the first face to face contact within the GP surgery. To book appointments and answer any queries in a polite professional manner. You will also be asked to do a whole host of different back office jobs again for which full training will be provided.

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

- Booking appointments.
- Dealing with patient queries.
- Giving out prescriptions.
- Scanning.
- Coding of medical records.
- Issuing prescriptions.
- Records movements.
- Photocopying.

A career in the NHS can be one for life with progression for a full career.

Call the Apprenticeship Team on 01695 52490

Plastering Apprentice Level 2

Location: Preston (PR1)

Hours: 40 hours per week

Salary: Confirmed upon appointment

Company: Higherend Construction

An opportunity has arisen with Higherend Construction, a professional and well established company. They are looking for the candidate to have some basic knowledge on tools, some experience with DIY even if it is just around the home. You will be learning Plastering plus all aspects of general building. Progression through the company is available. You will be based in Preston for the majority of your apprenticeship but would be attending West Lancashire College 1 day a week on day release.

In addition to learning all aspects of plastering you will also learn all areas of general building whilst working with Higherend Construction as an apprentice.

You will be a Plastering Apprentice gaining a Plastering Level 2 apprenticeship, duties would include:

- You will be working with a team that have vast experience in construction with various experience and ages.
- You will gain knowledge in your chosen sector but also have the advantage of learning and experiencing all aspects of construction.
- Working on projects which include commercial & the domestic sector.
- You will cover all aspects of plastering, dry lining, boarding, frameworks, plastering, general labouring and general building.
- As we are a general builder you will gain experience in all aspects of the building trade and your responsibilities will also include loading and unloading materials, manual handling, being able to adapt to tasks which could include cleaning, using various tools and machines

Progression onto Level 3 in Plastering available.

Call the Apprenticeship Team on 01695 52490

Business Administrator

Location: Liverpool (L18)

Hours: 40 hours per week

Salary: £10,000 salary

Company: The Property Company North West

An exciting role has become available dealing with general administration duties & Property Management. A varied role from telephone answering, filing, dealing with council tax, landlord enquiries arrears etc.

You will be studying Business Administration gaining a Business Administration Level 3 standard apprenticeship, duties would include:

Fully responsible for day to day activities in the role including the following;

- Create landlord account statement templates
- Set up landlord system
- Managing database
- Updating in house records
- Registering tenants
- Telephone enquires
- General day to day administration

Call the Apprenticeship Team on 01695 52490

Quality Specialist Apprentice

Location: Skelmersdale (WN8)

Hours: 39 hours per week

Salary: Competitive Salary

Company: Trelleborg Offshore LTD

You are expected to participate in the Local Operations QC Team and contribute to the overall TO strategy on a day-to-day basis to achieve approved targets. You are expected to exemplify the leadership and behaviours that are outlined in the Trelleborg Offshore Manufacturing Competency & Skills Functional Excellence Matrix and improve TO reputation. You will be studying a Business Administration Level 3 Standard.

Main Responsibilities

- Attend sales to project handover / kick off meetings to determine inspection, test plan & manufacturing data book index requirements.
- Liaise with internal stakeholders prior to completion of Inspection & Test Plans and during their review cycles. Understand the interactions with upstream & downstream processes and its impact on product properties.
- Control & monitor the revision status of Process Documents i.e. Standard Operating Procedures & Production Inspection documents, etc. which are documented in Inspection & Test Plans.
- Ensure NCRs are raised for all non-conforming issues in your areas of responsibility
- Driving the effective resolution of customer complaints & internal NCRs where required. Participate in teams in the use of established problem solving tools to drive effective root cause analysis & identification of corrective & preventative actions.
- Ensure all customer witness visit requirements are effectively planned & executed to ensure full customer satisfaction. Liaise with Internal Stakeholders where required.
- Coordinate customer inspections in accordance with production plans. Monitor, review & amend such plans in collaboration with the production planning department.
- Ensure all measuring equipment is maintained in a calibrated status & is managed in the business system. Liaising with internal stakeholders where required.
- Leading change & integrate best practice. Support Management of Change process where required.

Progression within the company available.

Call the Apprenticeship Team on 01695 52490

Hair Stylist Apprentice

Location: Ormskirk (L39)

Hours: 30 hours per week

Salary: £105 per week

Company: Unity Hair Salon

Have you got a passion for Hairdressing? Have you that creative touch that Unity Hair Salon is looking for? This could be the perfect apprenticeship for you!

A career in hair represents an incredible opportunity to possess real practical skills with fabulous earning potential and a platform to express your creativity.

During your apprenticeship, you are carefully guided through the cutting and colouring techniques used in our salon. Senior stylists will teach you to build your skills to the standard expected of a hair professional.

As the salon apprentice your role will encompass all areas of the salon:

- You will greet clients, assist stylists whilst they are working.
- You will make sure every element of the clients experience is met.
- As a hairdressing apprentice, you will be responsible for making sure the salon is kept clean and tidy at all times.
- You will sweep up hair, polish mirrors and make sure all shelves are clean and fully stocked.

Progression onto Level 3 is available.

Call the Apprenticeship Team on 01695 52490

Vitax Ltd

Location: Skelmersdale (L39)

Hours: 37 hours per week

Salary: To be agreed upon appointment

Company: Vitax Ltd

Vitax Ltd is an important player in the home and garden industry, supplying the UK and beyond with plant feeds and plant health products as well as household pest control products. Brands include Nippon, SBK, Slug Gone and Q4. Vitax also supplies several national retailers with Vitax branded and own branded products.

You will be supporting the maintenance of the manufacturing site's standards, environmental standards, Health and Safety Standards, ethical standards and Assisting with customer requirements with support data and phone enquiries;

You will be studying a Business Administration Standard Level 3.

Your main responsibilities will be:

- Collecting data on site waste streams
- Collecting data on site performance against objectives
- Publishing data on performance against objectives
- Reviewing legislation and its relevance to the organisation
- Updating customer questionnaires and self-assessments
- Managing data related to health and safety on site
- Obtaining data for several databases;
- Answering phones to customers who may have product-related questions

Call the Apprenticeship Team on 01695 52490