

Apprentice Accounts Clerk

Location: Skelmersdale (WN8)

Hours: 40 hours per week

Salary: £148 per week

Company: Graylaw Freight Group Ltd

Exciting opportunity has been offered at Graylaw Freight Group. The company 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 time keeping. They are looking for the individual to have Maths & English 9-4 (A*-C) or equivalent. You will be gaining a Business and Administration Level 2 Framework qualification assisting with general administrative duties in busy Accounts department.

Main duties will include:

- Assisting with general duties in a busy Accounts department
- Liaising with clients via email and telephone
- General Data Inputting
- Photocopying
- Filing

Progression opportunities within the company

Call the Apprenticeship Team on 01695 52490

Apprentice Chef

Location: Burscough (L40)

Hours: 40 hours per week

Salary: £148 per week

Company: Farmers Arms

The Farmers Arms is a traditional pub, perfectly located on the canal side. Serving delicious food and drink in a warm friendly atmosphere.

You will be assisting in the preparation, cooking & presentation of food with the aim to delivering an excellent customer experience. You would also be required to undertake all reasonable duties as assigned by the head chef.

You will be gaining a Standard qualification. Main duties will include:

- Ensuring all menu items are prepared, cooked & presented to a high standard
- Maintaining portion control & ensuring wastage is kept to a minimum
- Receiving & checking food deliveries
- Assisting the head chef with orders, stock taking, food hygiene
- Ensuring that all kitchen equipment is maintained & working correctly

Permanent position offered for the correct candidate.

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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.

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Business Administration Standard

Location: Parbold

Hours: 30 hours per week

Salary: £111 per week

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 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.

Full time, permanent job offered to the right candidate.

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Medical Receptionist/Administrator

Location: Skelmersdale

Hours: 30 hours per week

Salary: £111 per week

Company: Viran Medical Centre

A great opportunity has arisen within a busy doctor's surgery. Viran Medical Centre is looking to recruit a Business Administration. The right candidate will offer general assistance to the practice team and project a positive and friendly image to patients and other visitors, either in person or via the telephone. Receive, assist and direct patients in accessing the appropriate service or healthcare professional in a courteous, efficient and effective way.

The duties and responsibilities to be undertaken may include any or all of the items in the following list

- Opening up/locking-up of practice premises and maintaining security in accordance with practice protocols
- Maintaining and monitoring the practice appointments system
- Processing personal and telephone requests for appointments, visits and telephone consultations and ensuring callers are directed to the appropriate healthcare professional
- Processing and distributing incoming (and outgoing) mail
- Taking messages and passing on information
- Scanning
- Computer data entry/data allocation and collation; processing and recording information in accordance with practice procedures
- Initiating contact with and responding to requests from patients, other team member and associated healthcare agencies and providers
- Clearing consulting rooms as required
- Providing clerical assistance to practice staff as required from time to time, including word/data processing, filing, photocopying and scanning, spreadsheet entry
- Provision of refreshments for staff and visitors as required; Washing dishes; Keeping the reception area, notice-boards and leaflet dispensers tidy and free from obstructions and clutter

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Accounts Administrator Apprentice

Location: Burscough

Hours: 34 hours per week

Salary: £153 per week

Company: CS Medical

CS Medical is a fairly new company that are ever-growing. CS Medical provides reliable products at sensible prices to both NHS and private hospitals in the UK and to hospitals throughout Europe. They strive for excellent customer service with their approachable advisers just a phone call away. They offer a choice of delivery times to help our customer's budget. We always deliver when we say we will.

The Accounts Administrator will be trained to carry out general accounting tasks including:

- VAT Returns
- EC Sales Lists
- Bank Reconciliations
- Book Keeping
- Cash Flow reports
- Chasing overdue payments
- Process invoices and payments
- Prepare financial statements and reports

Further responsibilities may be added as qualifications and experience progress.

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