

## **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.

**Call the Apprenticeship Team on 01695 52490**

## **Hair Stylist (Level 3)**

**Location: Ormskirk**

**Hours: 37 hours per week**

**Salary: £222 per week**

**Company: Bella Vida Hair & Beauty**

Bella Vida is seeking a talented and hairstylist on a full-time to join the team. We are looking for a reliable and friendly team player a professional who takes pride in producing quality finishes a good communicator with excellent customer service skills and has previous experience of working within a Salon. Additionally you will already have your Level 2 NVQ in Hairdressing. You will be working in a positive environment with a great team.

You will be:

- Welcome clients into the salon and provide refreshments as requested.
- Provide full range salon services, including hair cutting, shampooing, blow drying, colouring and styling.
- Ensure high levels of client satisfaction including consistent customer service.
- Minimise negative customer feedback, ensuring all services are delivered to the required standard.
- Collection of accurate payments for the services provided.
- Accurate booking of hair appointments.
- Follow health and safety procedures to ensure a safe working environment.
- Assist with marketing activities to increase the level of new clients to the business, which may include participating in promotional events.
- Maintain a standard of cleanness and hygiene within the salon.
- Attend and participate in continuous education training and events.
- Ad hoc duties as directed by the Salon Manager

Development within the company is offered, allowing you to learn new skills and new techniques. Attend external training courses.

**Call the Apprenticeship Team on 01695 52490**

## **Hairdressing Apprentice**

**Location: Chorley**

**Hours: 37.5 hours per week**

**Salary: £138.75 per week**

**Company: Minerva Hair Design**

Assisting the stylist, greeting clients, making drinks, cleaning of salon, shampooing and answering the phone making appointments.

Key roles and responsibilities will be;

- Greeting clients
- Answering the phone booking appointments
- Shampooing and conditioning treatment
- Keeping the salon clean
- Making drinks for clients

Future prospects: Progression to Level 3.

**Call the Apprenticeship Team on 01695 52490**

## **Hairdressing Apprentice Level 2**

**Location: Skelmersdale**

**Hours: 30-40 hours per week**

**Salary: £148 per week**

**Company: Platino**

Platino Hair Salon is looking for a creative, enthusiastic person with a keen interest in becoming a full time qualified hairdresser.

Daily duties may include but are not limited to:

- Shampooing/conditioning hair
- Keeping the salon clean and tidy
- Greeting clients
- Reception duties
- Attending training and bringing in models

Future prospects: Progression to Level 3.

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## **Business Administrator Apprentice**

**Location: Skelmersdale**

**Hours: 37.5 hours per week**

**Salary: £157.50 - £293.63 per week**

**Company: Network Installation Solutions Ltd**

Network Installation Solutions Limited is looking to recruit a Business Administrator Apprentice to carry out various printing, updating website and stock records tasks from online sales sites.

Duties include:

- Printing orders from online sales sites (Amazon/Ebay)
- Picking and packing goods
- Printing packaging labels
- Posting goods out via collection agency
- Updating stock records
- Ordering products
- Contacting customers by telephone or email
- Updating website with new stock
- Searching for new products
- Updating social media sites

Future prospects: Potentially be offered a full-time position.

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## **Business Administration Apprentice**

**Location: Skelmersdale**

**Hours: 40 hours per week**

**Salary: £148.00 per week**

**Company: Lindons Garage**

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.

The role is General Administration duties which will include:

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

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## **Business Administration Apprentice**

**Location: Burscough**

**Hours: 40 hours per week**

**Salary: £148.00 per week**

**Company: Your Design**

Your Design was started in 2004 with our love of personalised gifts. New print methods meant that we could now deliver personalised goods to the gift market. No longer did minimum order quantities apply, if you only wanted one mug that was not a problem. You will work as part of the Your Design team. Helping to create, design and manufacture personalised gifts. This role is ideal for a person interested in Art & Design or Trends of all the latest Television shows etc.

You will be required to be fully flexible for this role as you will be working within different sectors of the business.

Duties will include:

- Monday will be spent re-organising, counting stock, tidying and preparing for the rest of the week
- Designing, creating and manufacturing props and for customers. This will include making personalised gifts and any other decorations required
- You will be asked to help package gifts ready for delivery
- You will be watching closely for recent trends and coming up with new and different ways to promote business
- You will also be asked to share any work created through the business on the business social media pages

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## **Motor Vehicle Apprentice Level 2**

**Location: Kirkby (L33)**

**Hours: 40 hours per week**

**Salary: £148 per week**

**Company: Toby Garage Ltd**

Will be working in a busy and fast-paced garage. Duties to include all aspect of motor vehicle repairs, diagnostics and servicing.

Your duties will include:

- Keeping the workshop clean and tidy
- Using the tools and equipment used in vehicle maintenance and repair
- Learning safe working procedures in the workshop
- Assisting other technicians with their work whilst receiving on the job training
- Learning how to service a vehicle and safely remove and replace engine, chassis, electrical and transmission components
- Learning fault diagnosis and repairs on engine, chassis, transmission and electrical systems

Permanent position offered for the correct candidate.

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## **Motor Vehicle Apprentice Level 2**

**Location: Kirkby (L33)**

**Hours: 40 hours per week**

**Salary: £148 per week**

**Company: LLG Ltd**

Will be working in a busy garage. Vehicles will be owned and registered through the company for the delivery drivers. So it will be a fast paced environment. Duties to include all aspects of motor vehicle repairs, diagnostics and servicing.

Your duties will include:

- Keeping the workshop clean and tidy
- Using the tools and equipment used in vehicle maintenance and repair
- Learning safe working procedures in the workshop
- Assisting other technicians with their work whilst receiving on the job training
- Learning how to service a vehicle and safely remove and replace engine, chassis, electrical and transmission components
- Learning fault diagnosis and repairs on engine, chassis, transmission and electrical systems

Permanent position offered for the correct candidate.

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## **Joinery Apprentice Level 2**

**Location: Skelmersdale (WN8)**

**Hours: 40 hours per week**

**Salary: £168-£313.20 per week**

**Company: Stackright Ltd**

We are looking to recruit a Joiner Apprentice who has had previous experience of working on site with or without qualifications.

Level 2 NVQ Diploma in Wood Occupations (Construction) - Site Carpentry

### Mandatory Units

- Conforming to General Health, Safety and Welfare in the Workplace
- Conforming to Productive Working Practices in the Workplace
- Moving, Handling and Storing Resources in the Workplace

### Optional Units

- Erecting Structural Carcassing Components in the Workplace
- Installing First Fixing Components in the Workplace
- Installing Second Fixing Components in the Workplace
- Maintaining Non-structural Carpentry Work in the Workplace
- Setting Up and Using Transportable Cutting and Shaping Machines in the Workplace

Level 2 Diploma in Site Carpentry

### All Mandatory Units

- Carry out first fixing operations
- Carry out maintenance to non-structural carpentry work
- Carry out second fixing operations
- Carry out structural carcassing operations
- Health, safety and welfare in construction and associated industries
- Prepare and use carpentry and joinery portable power tools
- Understanding construction technology
- Understanding information, quantities and communication with others

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## **Carpentry & Joinery Level 2 Apprentice**

**Location: Knowsley (L34)**

**Hours: 40 hours per week**

**Salary: £148 per week**

**Company: Promart Manufacturing Ltd**

We are looking for a school leaver who is interested in doing Carpentry and Joinery. PROMART is a family owned and managed company that has been trading for over 25 years.

From our high tech manufacturing base in the north west of England, our skilled workforce combine craftsmanship with cutting edge technology to produce top quality food service equipment capable of fitting into the most sophisticated and demanding bars, restaurants and kitchens.

Level 2 NVQ Diploma in Wood Occupations (Construction) - Site Carpentry

Mandatory Units

- Conforming to General Health, Safety and Welfare in the Workplace
- Conforming to Productive Working Practices in the Workplace
- Moving, Handling and Storing Resources in the Workplace

All Mandatory Units

- Carry out first fixing operations
- Carry out maintenance to non-structural carpentry work
- Carry out second fixing operations
- Carry out structural carcassing operations
- Health, safety and welfare in construction and associated industries
- Prepare and use carpentry and joinery portable power tools
- Understanding construction technology
- Understanding information, quantities and communication with others

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## **Hairdressing Apprentice Level 2**

**Location: Skelmersdale (WN8)**

**Hours: 40 hours per week**

**Salary: £148 per week**

**Company: Trimmers Hair Salon**

Trimmers Hair Salon have an available vacancy for an Apprentice Hairdresser to work in their salon whilst studying the Hairdressing Apprenticeship Level 2.

Training will cover every aspect of hairdressing including:

- Cutting.
- Blow drying.
- Styling.
- Tinting.
- Colouring.
- Perming.
- You will also learn about retailing, and customer care.

**Call the Apprenticeship Team on 01695 52490**

## **Apprentice Accounts Clerk**

**Location: Chorley (PR7)**

**Hours: 35 hours per week**

**Salary: £148 per week**

**Company: R P Smith & Co Ltd**

To support the business in helping customers access the learn live portal and provide information on future live broadcasts into schools and colleges. Accounts & VAT preparation, assist on audits, administration as necessary.

Duties to include:

- Preparation of VAT returns
- Bookkeeping & accounts assistance on audits at client premises
- Filing
- Reception duties
- Answer telephone calls along with greeting clients

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## **Member Services / Civic Support Apprentice**

**Location: Ormskirk (L39)**

**Hours: 36 hours per week**

**Salary: £151.20 - £265.68 per week**

**Company: West Lancashire Borough Council**

General clerical and administrative duties as part of a busy team. Assisting in servicing meetings of the Council, Cabinet, Committees, Sub-Committees, Working Groups and other Bodies. Provision of support services to Members and assisting with civic and ceremonial events involving the Mayor.

Duties to include:

- To undertake general administrative work within the section as part of the team, including answering the telephone, photocopying, word processing and data entry.
- To assist in making arrangements for meetings of the Council, its Committees and Sub-Committees, Cabinet, Working Groups and other official meetings
- To assist in the preparation of the Agenda and Minutes and the collation of reports for the meetings referred to at 2 above
- To assist in the circulation of updates to the Council's Constitution to Members and Officers and appropriate groups/individuals
- To assist in providing support services to the Leader, the Mayor and other Members to assist with Civic and Ceremonial events hosted by the Council
- To assist in the preparation of signed Minutes and make arrangements for Minutes and Report Books to be bound
- To assist in maintaining and keeping up to date the Register of Members Interests, Declaration of Interests and other related records
- To input information into the Council Information System (Modern.gov) database
- To assist when necessary other clerical duties as required by the Team

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## **Apprentice Clerical Officer**

**Location: Ormskirk (L39)**

**Hours: 36 hours per week**

**Salary: £151.20 - £265.68 per week**

**Company: West Lancashire Borough Council**

To support the Property Services team with a wide range of clerical and administrative tasks and deal with members of the public and contractors. This is a good opportunity to develop and learn, and to gain real hands on work experience.

Duties to include:

- To provide clerical and administrative support to Housing and Inclusion Service e.g. word processing, filing and photocopying
- To provide support and maintain records within the section
- To assist in compilation & production of statistical reports
- To assist in the administering of the contract, such as raising the inspections which generate orders, recording reasons for late completion or orders or inspections, requesting the Energy Performance Certificates and Asbestos Surveys, releasing and receiving keys to void properties and relaying messages to contractors working on those properties, and colleagues within Housing and Inclusion
- To respond to telephone and electronically delivered queries to the section establishing what is required and that the query is dealt with in a friendly, courteous and professional manner
- Assist with the organisation of meetings. Ensuring that all information received whether written or verbal is treated in confidence.

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# Coming Soon

3x Business Administration Standard –  
West Lancashire College

Details to follow – Please register your interest at reception or ask for a member of the Apprenticeship Team.

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