

# **Apprenticeship Vacancies Currently Available**

**Week Commencing 14.5.2012**

## **Accountancy Apprenticeships**

**Vacancy No: 168 (CG)**

**Manufacturing Company, Hellaby, Rotherham**

An Apprentice is required to assist in the smooth and effective running of the finance office.

### **Vacancy Description:**

- **Posting cash received onto the computer system in an accurate manner**
- **Ensure all filing/scanning is done in a timely and accurate manner**
- **Processing payments as required**
- **Journal postings accurately entered onto the computer system**
- **Basic cash book postings and prepare banking**
- **Answering the finance telephone and dealing with queries**
- **Open post, deal with routine requests or queries and distribute the remaining post as required**
- **Collate statistical information as required**
- **Compose routine correspondence**
- **To cover reception at break time as and when required**
- **Any other task or duty that may be required by your managers**

### **Skills/Essential**

- **Must possess good communication skills**
- **Prioritisation skills and ability to manage own workload**
- **Must be self motivated**
- **Must be able to respond effectively to changing priorities**
- **Desire to learn new skills**

**Wage: £97.50 per week**

**Hours: 37.5 including one day per week in College**

**Closing Date: Thursday 24 May 2012**

## **Vacancy No: 192 (DO)**

**Accountancy Company, Swinton, Rotherham**

An Apprentice is required as a Junior Accountant.

### **Vacancy Description:**

- **Ensure all filing/scanning is done in a timely and accurate manner**
- **Processing payments as required**
- **Journal postings accurately entered onto the computer system**
- **Basic cash book postings and prepare banking**
- **Answering the finance telephone and dealing with queries**
- **Open post, deal with routine requests or queries and distribute the remaining post as required**
- **Compose routine correspondence**
- **To cover reception at lunchtime as and when required**

### **Skills/Essential**

- **Must have good communications skills especially an excellent manner for face to face communications**
- **Must have a keen eye for detail**
- **Prioritisation skills and ability to manage own workload**
- **Must be willing to work as part of a team but also use own initiative**
- **Must have good organisational skills, time management and a willingness to learn and develop within the company**
- **Computer skill essential**
- **Must be enthusiastic and motivated**
- **Must be energetic and open to learn other skills**

**Wage: £125.00 per week**

**Hours: 37.5 per week including one day per week in College**

**Closing Date: Friday 18 May 2012**

# **Business Administration Apprenticeship**

**Vacancy No: 176 (DO)**

**Language Organisation, Sheffield**

An Apprentice is required to assist the office manager with chasing companies for details and booking appointments.

## **Vacancy Description:**

- **Work within Microsoft programmes and input data to manage resources**
- **Communicate with linguists who are based all over the world, to register them with the company**
- **Prepare and manage market data for the Marketing Manager**
- **Provide support to your team**
- **Carry out administrative tasks including processing paperwork and maintaining filing systems**
- **Answer incoming phone calls and respond professionally to a variety of enquiries by phone, email or in person**
- **Contribute to the housekeeping of your department to maintain high standards**
- **Prepare any necessary reports**

## **Skills/Essential**

- **Highly competent in the use of Microsoft Office software and Access**
- **Effective use of time and time management – good time keeping is essential**
- **Effective organisational and communication skills**
- **Ability to demonstrate use of initiative**
- **Good team player**
- **Attention to details and being thorough in all undertakings**
- **Logical thinking**
- **Must be enthusiastic and motivated**
- **Must be confident and not afraid to ask questions**
- **Second language beneficial but not essential**

**Wage: £112.50 per week**

**Hours: 37.5 per week including one day per week in College**

**Closing Date: Friday 18 May 2012**

## **Vacancy No: 191 (CG)**

### **Building Suppliers, Wath-upon-Dearne, Rotherham**

An Apprentice is required to support the Administration function of the builders merchants and DIY centre in Wath-upon-Dearne.

#### **Vacancy Description:**

- **Answering the telephone**
- **Taking messages, orders and transferring calls**
- **Making out invoices and account deliveries**
- **Photocopying and sending faxes**
- **Calculator work**
- **Checking of purchase delivery notes and filling invoices**
- **Price checking of goods on computer using excel**
- **General office duties**

#### **Skills/Essential**

- **Must have good communication skills**
- **Must be polite and enthusiastic to learn**
- **Must be IT literate**
- **Must be a team player**
- **Must be able to travel to Wath-upon-Dearne daily**
- **Must be punctual**

**Wage: £96.20 per week**

**Hours: 37 per week including one day a week in College**

**Closing Date: Friday 18 May 2012**

# Engineering Apprenticeship

**Vacancy No: 190 (CG)**

**Pharmaceutical Company, Railway Court, Doncaster**

An Apprentice is required to maintain and support the company's application and use of technology and business applications.

## **Vacancy Description:**

- **Maintenance of Critical Systems**
- **Ensuring regular backups take place**
- **Administration of new user accounts and emails**
- **ICT Support**
- **Offer first line support on issues trained to handle**
- **Supporting the departments that update web-site, personnel department for jobs and pharmacy support for branch details and pharmaceutical vacancies**
- **EPOS Support – Updating new tills companies EPOS Information**
- **PMR data backups and restore using dataSafe**
- **Meetings and Reporting – Keep task list updated and inform ICT Administrator/ICT Engineer of new tasks on a daily basis**

## **Skills/Essential**

- **Must be IT literate**
- **Must be a good communicator**
- **Must be a good team player**
- **Must be polite and willing to learn**
- **Must be IT literate**
- **Must have an enthusiasm to develop a career in IT support**

**Wage: £96.20 per week**

**Hours: 37 per week including one day a week in College**

**Closing Date: Friday 18 May 2012**

# Motor Vehicle Apprenticeship

**Vacancy No: 193 (PI)**

**Emergency Services, Rotherham**

The above company are seeking a Motor Vehicle Craftsperson.

## **Vacancy Description:**

- **Carry out repairs, modifications and routine maintenance on vehicles and equipment under appropriate levels of supervision**
- **To attend as required any training courses that will contribute to the effective performance of the successful Apprentice**
- **To assist in servicing, preventative maintenance and repairs to all vehicles and equipment to organisational standards**
- **To practice and promote Equality and Diversity and Health and Safety policies and to conduct oneself in a manner that is consistent with the organisations core values at all times**
- **To ensure that risk is managed effectively within the section in accordance with the corporate strategy**
- **To carry out such other duties within the departments as from time to time may be required, which are commensurate with the role of Apprentice**

## **Skills/Essential**

- **Be able to motivate self**
- **Be able to work on own initiative or as part of a team**
- **Be able to communicate effectively**
- **Be willing to achieve a drivers licence**
- **Be willing to achieve the relevant Heavy Goods Licences**

**Wage: £96.20 per week**

**Hours: 37 per week including one day a week in College**

**Closing Date: Wednesday 16 May 2012**

# Hairdressing Apprenticeships

**Vacancy No: 193 (DO)**

**Hairdressing Salon, Maltby, Rotherham**

The above company are seeking a Salon Assistant.

## **Vacancy Description**

- **General Housekeeping**
- **Prep work – shampooing**
- **Supporting stylist when needed**
- **Take bookings for hair clients**
- **Front of house work, answering calls and dealing with clients**
- **Give clients a positive impression of yourself and the salon**
- **Promote additional products or services to clients**

## **Skills/Essential**

- **Must have a keen eye**
- **Must have good organisational skills**
- **Must have good timekeeping skills**
- **Must be willing to learn and develop with the company**
- **Must be willing to work as part of a team**
- **Must be polite and smartly presentable**
- **Must be enthusiastic and motivated**
- **Must be confident and not afraid to ask questions**

**Wage: £78.00 per week 3 month review**

**Hours: 30 hours per week, Tuesday – Saturday including one day per week in College**

**Closing Date: Friday 18 May 2012**

These vacancies are advertised through the National Apprenticeship Vacancy Matching Service website. All applications should be submitted through this site. Please apply via:

<https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/Forms/Candidate/Apprenticeships.aspx>

If you apply for any of these vacancies via the above, please also complete a College application form available from the website below. Please indicate the apprenticeship you are applying for, once

applied please forward an up to date copy of your CV to  
servicestobusiness@rotherham.ac.uk

To view the full time application form visit [www.rotherham.ac.uk](http://www.rotherham.ac.uk)  
within the Apply Now section or click [here](#).

To be connected to the above websites please press Ctrl and click on  
the hyperlink you require.