

JOBS & OPPS BOARD MARCH 2024

To apply or to find out about other local opportunities

Email: elevate@brighterfuturesforchildren.org

Or phone: 0118 937 3766

Quantity surveying apprentice

You will be: attending construction sites to carry out physical measurement of work under supervision; building up construction cost estimates based on the information gathered from site visits; carrying out desktop quality assurance audits of work done; assisting the quantity surveyor in producing contractual documents such as payment notices and change control; assisting the quantity surveyor verifying applications for payments; using systems knowledge to generate regular financial reports. **Closing date: 4 March**

Apprentice recruitment resourcer

Telephone & video screening job seekers, managing interview diary, gathering referrals and leads. Market research and sector intelligence gathering. Participate in marketing and advertising campaigns. Make sure all compliance documents are held, liaising with recruitment consultants and customers. Advertising and updating job roles online, handling advert responses. Assisting with the development and maintenance of long-term internal and external business relationships. Preparing & updating CVs and profiles. Understanding job brief from consultants, responding to contacts. Attend regular meetings and training sessions as required. **Closing date: 1 April**

ICT apprenticeship

You will need strong skills in: Microsoft (MS) Operating System installation and troubleshooting; troubleshooting MS office; desktop support knowledge of hardware, software, and networking concepts; desktops, workstations, notebooks and printers and handhelds. Understanding of: audio/video equipment and conference room setup; user account creation for Active Directory, exchange mailboxes, distribution lists; remote desktop connectivity applications. Support end users with mobile device setup, activations and performance issues. Blackberry, Android & IOS support knowledge. Strong customer service skills, written and verbal communication skills. Good understanding of ITIL processes. Experience on ITSM tools like Service Now. **Closing date: 11 December 2024**

Hairdressing apprenticeship, Headmasters

Looking for applicants who are passionate about hair, inspired by people, hardworking and dedicated. Brilliant timekeeper who takes pride in their appearance. You will greet clients in a friendly, professional and helpful manner, working with our skilled stylists in the salon learning while you earn. This is a full-time role working 8-hour shifts with times and days to be confirmed. Level of apprenticeship training to be confirmed by employer. **Closing date: 1 April**

Stores apprenticeship programme, Aldi

You've got to be hard working, determined, and totally committed to succeed. We want the sort of person who will muck in and help the team, not because they have to, but because they find it rewarding. You will learn all aspects of working on the shop floor and working in a team, you'll also learn all about the stores stock. If you have no qualifications, you will study towards a level 2 retail qualification. **This opportunity is available all year round.**

Business & administration apprenticeships, Chiltern Training

A genuine interest in wanting to work in an office is essential. Good customer service skills, good time keeping and a polite telephone manner. We are looking for someone who is enthusiastic, pays attention to detail, is confident and professionally presented. You will study towards NVQ level 2 or 3 and functional skills English and maths if applicable.

INTERESTED IN ANY OF THESE OPPORTUNITIES?

Get in touch to find out more.