

# Vacancy List

Vacancies found in a 20 mile radius around (B5 5SU)

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## Apprentice Medical Receptionist

**Job Ref:** 78394  
**Date Added:** 15/11/2017  
**Location:** Birmingham  
**Area:** Business & Administration  
**Weekly Wage:** £127.75  
**Weekly Hours:** 36.50  
**Employer:** South Doc Services My  
Healthcare Ltd

**Brief Description:**

Are you looking for an exciting career within the National Health Service? South Doc Services Ltd are looking to recruit 14 committed Apprentices with local GP Practices in Kings Norton, Balsall Heath, Highgate and Selly Oak.

**Qualification Requirements:** GCSE A-D grade in English and Maths or equivalent.



**To apply,** scan the QR code or click on the link below. Alternatively, download the GetMyFirstJob app!  
<https://www.getmyfirstjob.co.uk/joblink.aspx?TrackingId=gmj0017&VacancyReference=78394>



## Apprentice Medical HR Admin

**Job Ref:** 78280  
**Date Added:** 13/11/2017  
**Location:** Birmingham  
**Area:** Business & Administration  
**Weekly Wage:** £131.25  
**Weekly Hours:** 37.50  
**Employer:** South Doc Services My  
Healthcare Ltd

**Brief Description:**

Are you looking for an exciting career within the National Health Service? South Doc Services Ltd are looking to recruit a committed Apprentices to work across their Sites.

**Qualification Requirements:** GCSE A-D grade in English and Maths or equivalent.



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## Apprentice Day Care Assistant

**Job Ref:** 78244  
**Date Added:** 10/11/2017  
**Location:** Birmingham  
**Area:** Health & Social Care  
**Weekly Wage:** £105.00  
**Weekly Hours:** 30.00  
**Employer:** Trusted Local Care Ltd

**Brief Description:**

As a Day Care Assistant Apprentice with Trusted Local Care you will be working with the Supervisor to provide a warm, safe and friendly environment for older people who suffer from varying forms of Dementia. If you have a caring nature, please apply.

**Qualification Requirements:** Preferred GCSE in English and Maths at C or above or equivalent.



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## Creative and Digital Media Apprentice

**Job Ref:** 78133  
**Date Added:** 08/11/2017  
**Location:** Birmingham  
**Area:** Creative & Digital Media  
**Weekly Wage:** £203.50  
**Weekly Hours:** 37.00  
**Employer:** The Evolved Hire Group

**Brief Description:**

The Evolved Hire Group Limited are national catering and eveny equipment hire company. They have a number of regional websites that need managing by a creative and committed apprentice with a flair for photography and content writing.

**Qualification Requirements:** GCSE A-C in English and Maths or equivalent; a GCSE pass in a design related subject would be desirable.



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## Plumbing Apprentice

**Job Ref:** 78132  
**Date Added:** 08/11/2017  
**Location:** Solihull  
**Area:** Construction  
**Weekly Wage:** £168.75  
**Weekly Hours:** 37.50  
**Employer:** Integrity Facilities Management Limited

**Brief Description:**

The role will involve day to day support for one of our Technical Engineers. The role will consist of a high percentage of plumbing works but will also require the candidate to apply themselves and learn about different aspect of the building industry.

**Qualification Requirements:** Good standard of English and Maths



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## Accounting Apprentice

**Job Ref:** 78115  
**Date Added:** 08/11/2017  
**Location:** Birmingham  
**Area:** Accountancy  
**Weekly Wage:** £206.25  
**Weekly Hours:** 37.50  
**Employer:** The Prestige Recruitment Group

**Brief Description:**

Our Apprentice will be working with a well established and energetic team, who all have a wealth of experience behind them. You will learn how to operate in a Head Office financial environment, assisting in ensuring that the Accounting process.

**Qualification Requirements:** G.C.S.E' S Maths and English grade A-C required (OR Equivalent)



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## Apprentice Nursery Assistant

**Job Ref:** 78067  
**Date Added:** 07/11/2017  
**Location:** Birmingham  
**Area:** Childcare  
**Weekly Wage:** £105.00  
**Weekly Hours:** 30.00  
**Employer:** Susan Emeny

**Brief Description:**

Are you looking for an exciting opportunity to join a well established Children's Nursery at Tiddlywinks Nursery. A small family run organisation based in West Heath, Birmingham. Opportunity for an Apprentice to join the organisation.

**Qualification Requirements:** GCSE Grade A-D in English and Maths, or Functional Skills Level 1



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## Research and Development Admin Apprentice

**Job Ref:** 78053  
**Date Added:** 07/11/2017  
**Location:** Birmingham  
**Area:** Business & Administration  
**Weekly Wage:** £130.55  
**Weekly Hours:** 37.30  
**Employer:** Royal Orthopaedic Hospital  
NHST

**Brief Description:**

This is a fantastic opportunity for someone with an interest in administration to join a busy and vibrant research audit and development department. The post holder will be working for the RAD Department based at the Royal Orthopaedic Hospital.

**Qualification Requirements:** English and Maths GCSE A-D Grade or Functional Skills level 1, working towards Level 2



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## BUSINESS ADMINISTRATION APPRENTICE

**Job Ref:** 77927

**Date Added:** 02/11/2017

**Location:** Birmingham

**Area:** Business & Administration

**Weekly Wage:** £140.00

**Weekly Hours:** 40.00

**Employer:** A D I Group

**Brief Description:**

ADI are looking for an enthusiastic candidate to join their growing team based in Kings Norton. This role has real career prospects so don't delay, apply today!

**Qualification Requirements:** 5x GCSE (or equivalent) at Grade C or above



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## Apprentice Architectural Technologist

**Job Ref:** 77926

**Date Added:** 02/11/2017

**Location:** Birmingham

**Area:** Construction

**Weekly Wage:** £224.00

**Weekly Hours:** 40.00

**Employer:** Gha Services Llp

**Brief Description:**

Apprentice Architectural Technologist required to work in the Technical Studio of an acclaimed Design Practice based in Birmingham. Become part of a team delivering award winning Projects across the UK.

**Qualification Requirements:** Minimum Grade B GCSE or Equivalent in English, Maths, Physics & Technical Drawing (with one subject at Grade A)



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## HR Apprentice

**Job Ref:** 77782

**Date Added:** 30/10/2017

**Location:** Sutton Coldfield,

**Area:** Business & Administration

**Weekly Wage:** £232.50

**Weekly Hours:** 38.75

**Employer:** Dignity Funeral

**Brief Description:**

To assist with consistent delivery of the highest levels of client service as set out in 'Helping our Clients Every Step of the Way'. To assist with accurately completing all HR administration duties.

**Qualification Requirements:** GCSE in English and Maths at C or above or equivalent preferred



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## Apprentice Parts & Logistics Coordinator

**Job Ref:** 77626

**Date Added:** 25/10/2017

**Location:** Coleshill

**Area:** Business & Administration

**Weekly Wage:** £262.50

**Weekly Hours:** 37.50

**Employer:** International Motors Limited

**Brief Description:**

Working within a dynamic and international Business Development team, our apprentice shall provide full administration support to Business Development Managers

**Qualification Requirements:** GCSE's Grade A - C in English and Maths (or equivalent) Business Admin Level 2



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## Apprentice Business Administrator

**Job Ref:** 77610  
**Date Added:** 25/10/2017  
**Location:** Birmingham  
**Area:** Business & Administration  
**Weekly Wage:** £151.88  
**Weekly Hours:** 37.50  
**Employer:** KEEPMOAT LIMITED

**Brief Description:**

Keepmoat is a fast growing top 10 UK housing and construction company. We design, build, refurbish and regenerate places to improve economic and social outcomes for people.

**Qualification Requirements:**

GCSE Maths A-C or equivalent

GCSE English A-C or equivalent

GCSE IT A-C or equivalent



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## Apprentice Plasterer

**Job Ref:** 77604  
**Date Added:** 25/10/2017  
**Location:** Birmingham  
**Area:** Construction  
**Weekly Wage:** £160.00  
**Weekly Hours:** 40.00  
**Employer:** Dave Robinson

**Brief Description:**

Do you want to pursue a career in Plastering with a top quality organisation with an outstanding reputation for their quality of workmanship? Are you passionate and enthusiastic and want to learn from the best? Then this is the apprenticeship for you!

**Qualification Requirements:** A-C English and Maths or equivalent



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## Accounts Apprentice

**Job Ref:** 77431

**Date Added:** 20/10/2017

**Location:** Birmingham

**Area:** Accountancy

**Weekly Wage:** £122.50

**Weekly Hours:** 35.00

**Employer:** Premier Accountants & Tax  
Advisers Ltd

**Brief Description:**

Premier Accounts are offering an accounts assistant opportunity for an energetic individual looking for a long term career as an accounts and finance professional.

**Qualification Requirements:** GCSE's A - C in maths and English (or equivalent)



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## Plumbing and Heating Apprentice

**Job Ref:** 77389

**Date Added:** 19/10/2017

**Location:** Redditch

**Area:** Construction

**Weekly Wage:** £162.00

**Weekly Hours:** 40.00

**Employer:** Ultra Plumbing Ltd

**Brief Description:**

Ultra Plumbing Ltd are looking for two Plumbing and Heating Apprentices to eventually become a qualified specialists and enjoy rewarding careers in the business.

**Qualification Requirements:** Good standard of English and Maths



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## Apprentice Teaching Assistant

**Job Ref:** 77251  
**Date Added:** 17/10/2017  
**Location:** Birmingham  
**Area:** Childcare  
**Weekly Wage:** £135.10  
**Weekly Hours:** 35.00  
**Employer:** Yew Tree Community School

**Brief Description:**

We are looking for an enthusiastic and committed person to train for the role of Teaching Assistant in our very successful school. Working with teachers you will support high quality provision for children.

**Qualification Requirements:** You need to have GCSE in English and maths, minimum grade C or equivalent.



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## Health & Social Care Apprentice

**Job Ref:** 76975  
**Date Added:** 10/10/2017  
**Location:** Birmingham  
**Area:** Health & Social Care  
**Weekly Wage:** £154.50  
**Weekly Hours:** 37.50  
**Employer:** Sir Josiah Mason Trust

**Brief Description:**

A charitable organisation and have a vacancy for an Apprentice Care Assistant to work in our residential care home in Olton, Solihull. You will receive a structured training programme and will be allocated a mentor to guide you through your training.

**Qualification Requirements:** GCSE Maths and English – ideally Grade C or above



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## Creative and Digital Media Apprentice

**Job Ref:** 76974

**Date Added:** 10/10/2017

**Location:** Bromsgrove

**Area:** Creative & Digital Media

**Weekly Wage:** £131.25

**Weekly Hours:** 37.50

**Employer:** North Bromsgrove High School

**Brief Description:**

Are you looking to start your career as a Creative and Digital Media Specialist? North Bromsgrove High School currently has an opportunity to recruit a dedicated Apprentice to join their team to support the digital media platforms on behalf of the School.

**Qualification Requirements:** Good standard of English and Mathematics, A-D grade at GCSE is the minimum standard required for the position.



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## Accounts Payable Administrator

**Job Ref:** 76515

**Date Added:** 29/09/2017

**Location:** Birmingham

**Area:** Business & Administration

**Weekly Wage:** £151.07

**Weekly Hours:** 37.30

**Employer:** Tracscare LTD

**Brief Description:**

Are you looking for an opportunity with an exciting expanding company? Tracscare are seeking an enthusiastic candidate to join as an administrator within their accounts payable team,

**Qualification Requirements:** Preferred GCSE at C or above in English, Maths and ICT



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## Estimating Administration Apprentice

**Job Ref:** 76330

**Date Added:** 26/09/2017

**Location:** Birmingham

**Area:** Business & Administration

**Weekly Wage:** £150.00

**Weekly Hours:** 37.50

**Employer:** Fosco Hayes and Hurdley Limited

**Brief Description:**

If successful you will be joining a great team who want you to succeed, you will be getting involved in the day to day activities of a busy print & design firm who will encourage you to develop the skills you need to become an integral member of the team.

**Qualification Requirements:** GCSE's English, maths and IT or equivalent



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## Beauty Therapist Apprentice

**Job Ref:** 76028

**Date Added:** 20/09/2017

**Location:** Birmingham

**Area:** Hairdressing & Beauty

**Weekly Wage:** £140.00

**Weekly Hours:** 40.00

**Employer:** Utopia Beauty Salon

**Brief Description:**

Looking for a new job opportunity? We are looking for someone extra special and caring to join us could this be you? We are a busy salon and thrive on constant education and learning. Enthusiastic attitude is a must.

**Qualification Requirements:** Level 2 Beauty Therapy qualification



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