

Vacancy List

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

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Accountancy Apprentice

Job Ref: 81449
Date Added: 06/02/2018
Location: Birmingham
Area: Accountancy
Weekly Wage: £131.25
Weekly Hours: 37.50

Brief Description:

Established in 1980, Younis Bhatti & Co. Chartered Accountants have been providing high calibre accounting, tax and audit services for its clients for over 30 years. Now looking for an eager mind to come and work in the firm.

Qualification Requirements:

- Ideally a minimum 5 GCSE's C and above Including Maths, English and ICT (or equivalent)
- Knowledge of Sage would be beneficial but not essential
- Proficient with Microsoft Suite and Excel
- Understanding of Cloud



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<https://www.getmyfirstjob.co.uk/joblink.aspx?TrackingId=gmj0017&VacancyReference=81449>



Accountancy Apprentice

Job Ref: 81448
Date Added: 06/02/2018
Location: Birmingham
Area: Accountancy
Weekly Wage: £148.75
Weekly Hours: 42.50
Employer: Younis, Bhatti & Co

Brief Description:

Established in 1980, Younis Bhatti & Co. Chartered Accountants have been providing high calibre accounting, tax and audit services for its clients for over 30 years. Now looking for an eager mind to come and work in the firm.

Qualification Requirements:

- Ideally a minimum 3 GCSE's C and above Including Maths, English and ICT (or equivalent)
- Knowledge of Sage would be beneficial but not essential
- Proficient with Microsoft Suite and Excel
- Understanding of Cloud

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Health And Social Care Apprentice

Job Ref: 81414
Date Added: 06/02/2018
Location: Birmingham
Area: Health & Social Care
Weekly Wage: £196.35
Weekly Hours: 35.00
Employer: Grey Gables

Brief Description:

To assist in the provision of caring for vulnerable adults to meet the required standards. The candidate will work as part of a large team but also requires the initiative to work independently to ensure that needs and choices are met on a daily basis.

Qualification Requirements: Good standard of English & Maths



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Business Administration Assistant

Job Ref: 81248
Date Added: 01/02/2018
Location: Birmingham
Area: Business & Administration
Weekly Wage: £149.20
Weekly Hours: 37.30
Employer: GLENDALE GARDEN AND LEISURE LIMITED

Brief Description:

Glendale Garden & Leisure Ltd are looking for an admin superstar who wants to learn all aspects of working in a busy office. Taking on a wide variety of tasks you will learn all about the business and gain some great experience!

Qualification Requirements:

GCSE's grades A - C in English and maths

Experience of working in an office

A level 2 qualification in Business Admin would be desirable

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Business Administrator

Job Ref: 81224
Date Added: 01/02/2018
Location: Birmingham
Area: Business & Administration
Weekly Wage: £161.50
Weekly Hours: 32.30
Employer: J S Associates

Brief Description:

J S Associates Mortgage Brokers are looking for a proactive and organised apprentice with a great eye for detail to join their team and provide first class admin support.

Qualification Requirements:

Good level of maths and English

Business Admin or Customer Service L2 desirable



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Apprentice Design Engineer in Telecoms Design

Job Ref: 81012
Date Added: 29/01/2018
Location: Birmingham
Area: Construction
Weekly Wage: £200.00
Weekly Hours: 40.00
Employer: Harlequin Group

Brief Description:

This is a very exciting opportunity to learn and acquire the skills to become a competent Telecoms Design Engineer. As an apprentice learning cutting edge new technologies, you will obtain all-round knowledge of the Telecoms site design and build process.

Qualification Requirements: Minimum of 5 GCSE's, including Maths and English.

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Building Services Apprentice

Job Ref: 80929
Date Added: 25/01/2018
Location: Birmingham
Area: Construction
Weekly Wage: £279.63
Weekly Hours: 39.00
Employer: ARMSTRONG
INTEGRATED LIMITED

Brief Description:

Main Purpose of the Role To support the Project Managers in basic design, estimations and planning of individual projects required by our clients.

Qualification Requirements: 5 GCSE's Grade A - C in English, Maths & preferably Science



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Health & Social Care Apprentice

Job Ref: 80926
Date Added: 25/01/2018
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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HR Apprentice

Job Ref: 80753
Date Added: 22/01/2018
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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Business Administration Traineeship

Job Ref: 80507
Date Added: 17/01/2018
Location: Birmingham
Area: Business & Administration
Weekly Wage: £0.00
Weekly Hours: 30.00
Employer: Birmingham City Council

Brief Description:

An opportunity to work with Birmingham City Council gaining lots of amazing hands-on business administration job experience. helping you to get an Apprenticeship with them or at the least giving you excellent experience to help you wow other employers.

Qualification Requirements: Must NOT have a level 3 qualification or a degree



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Office Coordinator

Job Ref: 80503
Date Added: 17/01/2018
Location: Bromsgrove
Area: Business & Administration
Weekly Wage: £210.00
Weekly Hours: 35.00
Employer: BROWNFIELD SOLUTIONS LIMITED

Brief Description:

Brownfield Solutions Limited are Geo-Environmental Consultants and Site Investigation Contractors specialising in the investigation of contaminated land. We are seeking a confident, well organised and versatile team member to join our busy office.

Qualification Requirements:

Good level of English, maths and IT

Previous work experience in a business environment or Level 2 qualification would be beneficial



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Customer Service Apprentice

Job Ref: 80454
Date Added: 16/01/2018
Location: Oldbury
Area: Customer Service
Weekly Wage: £227.50
Weekly Hours: 35.00
Employer: CPC TRAINING CONSULTANTS LTD

Brief Description:

CPC Training Consultants Ltd are looking for a personable candidate to be our customers first point of contact. We pride ourselves in customer service and are paying above the apprenticeship minimum wage.

Qualification Requirements: A-C in English and Maths at GCSE or equivalent



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Business Administrator Apprentice

Job Ref: 80453
Date Added: 16/01/2018
Location: Oldbury
Area: Business & Administration
Weekly Wage: £227.50
Weekly Hours: 35.00
Employer: CPC TRAINING
CONSULTANTS LTD



Brief Description:

We are looking to recruit a star Administration Apprentice to join our expanding team. We are based in Oldbury B69 and are recruiting an apprentice to add value to our very successful team. The job role can be long term, if we find the right applicant.

Qualification Requirements: English & maths L2

To apply, scan the QR code or click on the link below. Alternatively, download the GetMyFirstJob app!
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Centre Admin Support

Job Ref: 80303
Date Added: 12/01/2018
Location: Birmingham
Area: Business & Administration
Weekly Wage: £130.55
Weekly Hours: 37.30
Employer: Nishkam Civic Association



Brief Description:

Are you looking for a career that provides excellent learning & developmental opportunities whilst being a key part of the local community? Then this is the role for you, it combines fantastic training, experience & support with potential progression.

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

To apply, scan the QR code or click on the link below. Alternatively, download the GetMyFirstJob app!
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Marketing & Communications Support Apprentice

Job Ref: 80302
Date Added: 12/01/2018
Location: Birmingham
Area: Creative & Digital Media
Weekly Wage: £186.50
Weekly Hours: 37.30
Employer: Nishkam Civic Association

Brief Description:

Are you looking for a career that provides excellent learning and developmental opportunities whilst being a key part of the local community? Then this is the role for you, combines fantastic training, experience and support with potential progression.

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



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Apprentice Accounting

Job Ref: 80128
Date Added: 09/01/2018
Location: Birmingham
Area: Accountancy
Weekly Wage: £150.00
Weekly Hours: 37.50
Employer: Fiscalo

Brief Description:

Our Apprentice will be working with a well-established and energetic team You will learn how to operate in a Head Office financial environment. Fiscalo Company works with a number of employment agencies and agency workers and undertakes Payroll work.

Qualification Requirements: Ideally grades A-C in G.C.S.E English & maths or equivalent.



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Apprentice Nursery Assistant

Job Ref: 80113
Date Added: 08/01/2018
Location: Birmingham
Area: Childcare
Weekly Wage: £131.25
Weekly Hours: 37.50
Employer: Joanne Susan Mahon

Brief Description:

Are you looking to start your career in Childcare? are you looking for a supportive and dynamic place to work? Happy Day's Daycare are a well established nursery based in Kings Norton. We are looking for a committed individual to join our team asap!

Qualification Requirements: Good standard of English and Maths, preferably English and Maths GCSE grade D/4 Or above, or Functional Skills level 1



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Business Administration BID Apprentice

Job Ref: 79675
Date Added: 20/12/2017
Location: Birmingham
Area: Business & Administration
Weekly Wage: £131.25
Weekly Hours: 37.50
Employer: Soho Road Bid Cic

Brief Description:

A fantastic opportunity for an enthusiastic candidate to work with Soho Road BID learning a wide variety of town centre management techniques including administration, communications, event management, promotional activity & stakeholder management.

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



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Apprentice Medical Receptionist

Job Ref: 79147
Date Added: 07/12/2017
Location: Birmingham
Area: Business & Administration
Weekly Wage: £127.75
Weekly Hours: 36.50
Employer: St Patricks Community
Centre for Health

Brief Description:

Are you looking for an exciting career within the National Health Service? Highgate Surgery are looking to take on apprentice to support the practice in carrying out day to day administrative and reception duties.

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



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Apprentice Medical Receptionist

Job Ref: 79132
Date Added: 07/12/2017
Location: Birmingham
Area: Business & Administration
Weekly Wage: £127.75
Weekly Hours: 36.50
Employer: River Brook Medical Centre

Brief Description:

Are you looking for an exciting career within the National Health Service? River Brook Medical Centre are looking to take on apprentice to support the practice in carrying out day to day administrative and reception duties.

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!
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Property Estates Business support Apprentice

Job Ref: 79040
Date Added: 04/12/2017
Location: Birmingham
Area: Business & Administration
Weekly Wage: £130.55
Weekly Hours: 37.30
Employer: Greengate Properties

Brief Description:

Office general duties including taking & forwarding calls, organising & filing paperwork, scanning, photocopying, inputting data using various software, preparing working paper files, keeping the office and paperwork tidy

Qualification Requirements: GCSE level of English & Maths Computer Literacy



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Childcare Apprentice

Job Ref: 79036
Date Added: 04/12/2017
Location: Birmingham
Area: Childcare
Weekly Wage: £105.00
Weekly Hours: 30.00
Employer: Lisa Newsome-Jones

Brief Description:

An exciting opportunity to join an ofsted registered childminder to gain early years qualifications by attending college one day per week. The organisation has had a number of apprentices over the years and many have progressed onto Higher Level Education

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



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Apprentice Wall and Floor Tiler

Job Ref: 78837

Date Added: 27/11/2017

Location: Birmingham

Area: Construction

Weekly Wage: £168.75

Weekly Hours: 37.50

Employer: Steven James Mitchell &
Brian David Mitchell

Brief Description:

A fantastic opportunity has become available as an Apprentice Wall and Floor Tiler. This opportunity is working alongside one of the partners of the company who has a vast amount of experience with Wall and Floor tiling, both site work as well/domestic.

Qualification Requirements: A-C English and MATHs preferred



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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 3 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.



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