

# Vacancy List

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

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## Shop floor Customer Service apprentice

**Job Ref:** 82396  
**Date Added:** 27/02/2018  
**Location:** Birmingham  
**Area:** Customer Service  
**Weekly Wage:** £148.00  
**Weekly Hours:** 37.00  
**Employer:** MSS



**Brief Description:**

To run and maintain the trade counter shop floor in a professional and organised manner. To act as a personal assistant to customers that require more information about a specific product and/or needs direction to locate a product.

**Qualification Requirements:** Level 1 in Maths & English

**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=82396>



## Accounts Apprentice

**Job Ref:** 82370  
**Date Added:** 26/02/2018  
**Location:** Birmingham  
**Area:** Accountancy  
**Weekly Wage:** £131.25  
**Weekly Hours:** 37.50  
**Employer:** AKA Chartered Accountants



**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 is adhered

**Qualification Requirements:** Maths & English required grade A-C or Functional skills

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## Health & Safety Business Administrator

**Job Ref:** 82365  
**Date Added:** 26/02/2018  
**Location:** Birmingham  
**Area:** Business & Administration  
**Weekly Wage:** £239.09  
**Weekly Hours:** 37.30  
**Employer:** Aston University

**Brief Description:**

Aston University Health & Safety Unit provides all health & safety support for the University and its associated facilities. They are looking for an outstanding administrator to join their team and support their day to day work.

**Qualification Requirements:**

Good general standard of education and spoken and written English and maths (GCSE grade A-C)

Business Administration Level 2 would be beneficial but not essential



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## Digital Apprentice

**Job Ref:** 81922  
**Date Added:** 15/02/2018  
**Location:** Birmingham  
**Area:** Social Media & Digital Marketing  
**Weekly Wage:** £270.84  
**Weekly Hours:** 37.00  
**Employer:** Highways England

**Brief Description:**

Highways England are looking for a digital whizz to manage and deliver digital content through the Highways England's social media and digital channels. You will be publishing content to Highways England's website, intranet & social media channels

**Qualification Requirements:** 8 x GCSE's A to C including English and maths or equivalent.



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## Apprentice Medical Receptionist

**Job Ref:** 81798  
**Date Added:** 13/02/2018  
**Location:** Birmingham  
**Area:** Business & Administration  
**Weekly Wage:** £127.75  
**Weekly Hours:** 36.50  
**Employer:** West Heath Surgery

**Brief Description:**

Are you looking for an exciting career within the National Health Service? West Heath 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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## Creative & Digital Design Apprentice

**Job Ref:** 81696  
**Date Added:** 12/02/2018  
**Location:** Birmingham  
**Area:** Creative & Digital Media  
**Weekly Wage:** £168.75  
**Weekly Hours:** 37.50  
**Employer:** Window Films Direx Ltd

**Brief Description:**

Active Window Films are looking for an apprentice who is interested in digital design, web content and the customer order process from start to finish. You will be designing new window films, research ideas and marketing. Apply for this great role now!

**Qualification Requirements:**

GCSEs (A\*-C) - Maths, English, other

Excellent IT Skills



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## Accounts Assistant Apprentice

**Job Ref:** 81683

**Date Added:** 12/02/2018

**Location:** Birmingham

**Area:** Accountancy

**Weekly Wage:** £190.80

**Weekly Hours:** 36.00

**Employer:** COOKSON PRECIOUS  
METALS LIMITED

### Brief Description:

Support the Management Accountant and the wider Finance team in ensuring the financial records of the company are maintained to a high standard. Be responsible in the provision of key information so that stakeholders can ensure effective decision making

### Qualification Requirements:

Essential

- A minimum of 5 GCSEs at grade C or above (or equivalent) including Mathematics and English
- AAT level 2
- Basic Knowledge of Accounting Principles

Desirable

- 3 A-Levels or equivalent are desirable for this role at Grade C or above.
- Double Entry Bookkeeping

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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  
**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 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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## Hospitality apprentice

**Job Ref:** 81415  
**Date Added:** 06/02/2018  
**Location:** Birmingham  
**Area:** Catering & Hospitality  
**Weekly Wage:** £181.20  
**Weekly Hours:** 32.30  
**Employer:** Grey Gables

**Brief Description:**

Do you want a career that cares? Then Grey Gables is the ideal opportunity for you. Working with an experienced hospitality team you will be supporting residents in making meals on a daily basis.

**Qualification Requirements:** none



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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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## 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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## Junior Business/ Sales Apprentice

**Job Ref:** 80721

**Date Added:** 22/01/2018

**Location:** Birmingham

**Area:** Business & Administration

**Weekly Wage:** £185.00

**Weekly Hours:** 37.00

**Employer:** Vapor Shop Direct

**Brief Description:**

An exciting opportunity to join our expanding team of experts. We are looking for a well motivated and keen person to carry out business tasks in the office and help with external events, promoting our Vapor products to businesses.

**Qualification Requirements:** Functional Skills Level 1 Maths & English



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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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## 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



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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 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:** £168.75  
**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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## 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 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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