

Please note this vacancy bulletin is updated regularly - contact the Opportunity Sheffield team if you require further information around any role. Please include the vacancy reference number of the position you wish to apply for in your email.

<p>Sheffield, S9</p>	<p>Business and Accounts Admin Apprentice</p> <p>Ref: VAC2020102087</p>	<p>To work in a very busy insurance brokers, providing support to various departments. Initially working across all areas of the business you will be given support and training along with the opportunity to attend college and gain evidence within the workplace to gain a nationally recognised qualification.</p> <p>Responsibilities – Receptionist duties, which includes meeting and greeting visitors and making drinks to cover staff at lunch times and holidays. Telephone duties and using electronic messaging systems Scanning, archiving and filing documents, photocopying and binding Ensuring all outgoing mail is actioned Any other general support Assisting with sales and purchase ledger</p> <p>Skills needed – To be personable Ability to prioritise and organise your own workload to ensure deadlines are met Ability to liaise with colleagues when appropriate Professional manner Ability to develop and sustain relationships with both internal and external customers</p> <p>Requirements – Good IT and keyboard skills Knowledge of Microsoft Packages including excel, word Clear concise telephone manner</p>
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		<p>Confidence Ability to work under pressure when necessary Strong numeracy skills GCSE Grade 4 or above or equivalent in Maths, English and ICT. Hours – Monday to Friday 9-5 Pay – 4.50 per hour</p>
<p>Sheffield, S9</p>	<p>Insurance Administration Apprentice Ref: VAC2020102086</p>	<p>To work in a very busy insurance brokers, providing support to various departments. Initially working across all areas of the business you will be given support and training along with the opportunity to attend college and gain evidence within the workplace to gain a nationally recognised qualification.</p> <p>Responsibilities – Telephone duties, Using electronic messaging systems, dealing with any telephone queries, and referring to a colleague Ensure that firms systems and the complaints are followed at all times in accordance with firms compliance manual and FCA regulations, and ensuring that all required training is completed within timescales allocated and the personal training manual is fully updated at all times Scanning, archiving and filing documents, photocopying and binding Any other general insurance handling support Assisting with entering data onto the Applied operating system and Insurer platforms Chasing customers for outstanding information Assisting with invoicing</p> <p>Skills needed – To be Personable Ability to prioritise and organise your own workload to ensure deadlines are met</p>



		<p>Ability to liaise with colleagues when appropriate Professional manner Ability to develop and sustain relationships with both internal and external customers</p> <p>Requirements – Good IT and keyboard skills Knowledge of Microsoft Packages including excel, word Clear concise telephone manner Confidence Ability to work under pressure when necessary Strong numeracy and literacy skills GCSE Grade 4 or above or equivalent in Maths, English and ICT. Hours – Monday to Friday 9-5 Pay – 4.50 per hour</p>
<p>Sheffield, S35 Travel across the city region</p>	<p>Apprentice Site Joiner Ref: VAC2020102084</p>	<p>A small but growing Joinery business, based in the S35 area of Sheffield, with work carried out across the city and sometimes further afield, is looking to recruit a new member of their team.</p> <p>Responsibilities – All aspects of residential repair maintenance. Measuring Sawing Fixing</p> <p>Skills needed – Punctual Dedication Enthusiasm</p>



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		<p>Good hand eye co-ordination Practical mind</p> <p>Requirements – Good Maths and English ideally GCSE Grade A-C or 9-4 Hours – 37 hours per week over Mon -Fri Pay – 4.50 per hour</p>
Sheffield, S7	<p>Pharmacy Assistant Apprentice</p> <p>Ref: VAC2020102083</p>	<p>An independent pharmacy based in Sheffield, is looking to recruit an Apprentice Pharmacy Assistant to join the team and support the continued growth.</p> <p>Responsibilities – You will be part of a dynamic and enthusiastic team providing expert healthcare to the local community. Working with a team of professionals and helping with day-to-day tasks such as consultations, dispensing medicine and general admin, the suitable candidate will be spending time in both the retail and dispensary sides of the pharmacy. Other tasks include; Using the cash till, merchandising, dealing with internet and phone enquiries, use of the computer and the pharmacy specific software, checking off and unpacking orders, stock management, date checking of stock and processing NHS prescriptions.</p> <p>Skills needed – Good communication with a desire to deliver exceptional customer service with a positive attitude, an eye for detail and accuracy with a flexible approach who wants to work as part of a team.</p> <p>Requirements – Methodical and attention to detail An ability to work under pressure and to deadlines An ability to work independently and as a team Willingness to learn Keen and hungry to learn GCSE Grade 4 or above (or equivalent) in Maths, English and ICT</p>



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		<p>Hours – 37 per week, Monday to Friday 9am to 5pm Pay – 4.50 per hour</p>
Sheffield, S3	<p>Administrative Apprentice Ref: VAC2020102082</p>	<p>To work in a small friendly office located close to Sheffield City Centre. The business specialises in the sales and distribution of Cleaning Chemicals throughout the UK.</p> <p>Responsibilities – Duties will include data inputting, emailing, generating computerised confirmations of orders, occasional internet updating, along with many other general day to day office tasks, such as, filing and photocopying.</p> <p>Skills needed –Must be hard working and have good written communication skills. Confident. Above average typing speed and accuracy. IT skills with a good understanding of the Internet. Should be comfortable working in a busy telesales environment. Reasonable knowledge of graphic design packages, Optimization and On-line selling would be an advantage.</p> <p>Requirements –GCSE Grade 4 or above in Maths, English and ICT Hours – 35 per week, Monday to Friday 9am-5pm Pay – 4.50 per hour</p>
Sheffield, S4	<p>Business and Accounts Admin Apprentice Ref: VAC2020102079</p>	<p>A Sheffield-based refuse collection and recycling company is looking to recruit an Apprentice Business & Accounts Administrator to work in their busy office.</p> <p>Responsibilities - to undertake a wide range of processing, reconciliation and administration tasks that are commensurate with your skills and develop your experience. All tasks should be carried out to a high standard and strict deadlines</p>



		<p>using spreadsheets or database applications, accounting or administrative systems in accordance with company procedures.</p> <p>Skills needed – organised, methodical, passion for numbers</p> <p>Requirements - GCSE Grade 4 or above (or equivalent) in Maths, English and ICT</p> <p>Hours – Monday to Friday 37.5 hours per week</p> <p>Pay - 4.50 per hour</p>
Sheffield, S4	<p>Operations Advisor Apprentice</p> <p>Ref: VAC2020102080</p>	<p>Responsibilities - to undertake a wide range of processing, reconciliation and administration tasks that are commensurate with your skills and develop your experience. All tasks should be carried out to a high standard and strict deadlines using spreadsheets or database applications. To use operational or administrative systems in accordance with company procedures.</p> <p>Skills needed – Organised, flexible, willing to learn</p> <p>Requirements - GCSE grade 4 or above (or equivalent) in Maths, English and ICT</p> <p>Hours – 37.5 Monday to Friday</p> <p>Pay - 4.50 per hour</p>
Sheffield, S7 and Field-based	<p>Apprentice Bench Joiner</p> <p>Ref: VAC2020102081</p>	<p>A small but successful bespoke manufacturer and installer are looking to appoint an Apprentice Bench Joiner.</p> <p>Responsibilities - Manufacturing doors and windows is the primary function of this position. Duties include setting out jobs, preparing and machining timber, assembling and finishing the final product. Be accustomed to challenging deadlines and able to read and follow instructions from the specification doc</p> <p>Skills needed –</p> <p>Good level of written and verbal English</p>



		<p>Friendly and enthusiastic</p> <p>Reliable</p> <p>Willing to follow instructions and learn with a positive attitude</p> <p>Work well under pressure</p> <p>Be a strong team player</p> <p>Requirements – Maths and English Grades A-C</p> <p>Hours – 40 per week Monday to Friday</p> <p>Pay - £4.15 p/h</p>
<p>Various Local Authority Primary, Secondary and Special Schools in Sheffield.</p> <p>Specific vacancies to be confirmed.</p>	<p>Apprentice Teaching Assistants</p> <p>Ref: VAC2020102054</p>	<p>Sheffield City Council is looking to recruit enthusiastic Apprentice Teaching Assistants to fill vacancies across a number of schools in the Sheffield area.</p> <p>As an Apprentice Teaching Assistant, you will receive training which will enable you to provide support to teachers and pupils and support for the curriculum and school.</p> <p>Hours - 35 hours per week, Monday to Friday, term-time only</p> <p>Pay - £5.08 per hour</p>
<p>Sheffield, S1</p>	<p>Apprentice Business Administrator</p> <p>Ref: VAC2020102056</p>	<p>A busy recruitment agency is looking to recruit an Apprentice Business Administrator. You'll be working alongside the managing director to learn all aspects of the administration of a recruitment business, learning about recruiting strategies and building relationships. Recruitment consultants have the skills of salespeople and head-hunters so you will be learning how to adapt these qualities.</p> <p>Skills needed - willing to learn, customer service, communication, confident and pleasant personality, well-organised, ability to work with targets</p> <p>Hours - 37.5 hours per week, Mon - Fri 9am-5pm</p>



		Pay - £4.15 per hour (National Minimum Wage for Apprentices)
Sheffield, S9	Commercial Apprentice Ref: VAC2019101511	<p>A leading UK sheet piling stockholder is looking to recruit a Commercial Apprentice. The company provides steel sheet piling and related products, and complementary added value services to the civil and contracting industry.</p> <p>Responsibilities - the role will initially rotate through various business processes including, commercial, order handling, customer service, transport planning, inventory control, business administration, invoicing, purchasing and data entry.</p> <p>Skills needed – strong negotiator, good IT skills including Microsoft Office, strong communication and listening, problem solving</p> <p>Requirements - 5 GCSE's or equivalent including English, Maths & Science</p> <p>Hours - 37 hours per week, Mon to Fri</p> <p>Pay - £4.50-5.50 per hour</p>
Sheffield, S9	Technical Design Apprentice Ref: VAC2020102074	<p>A long-established company which can trace its roots to the 1920s (when it designed and built the Winco-Stringer motorcar, which was at the forefront of technology of the day) is looking to recruit a Technical Design Apprentice. The apprenticeship includes training on and use of AutoCAD, and/or Solidworks together with Microsoft Office (Outlook, Word, Excel)</p> <p>Responsibilities - plotting and filing of client and drawings, answering the telephone and emails, customer support where required</p> <p>Skills needed – understanding/use of Excel spreadsheets & Microsoft Office</p> <p>Requirements - good standard of general education (GCSE passes in Maths, English & Product Design or equivalent). A-Levels desirable but not essential</p> <p>Hours - 37 hours per week, Mon-Fri 8:30am-5pm</p> <p>Pay – £4.15 per hour (National Minimum Wage for Apprentices)</p>



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<p>Sheffield, S9</p>	<p>Apprentice Business Administrator</p> <p>Ref: VAC2020102062</p>	<p>A long-established company which can trace its roots to the 1920s (when it designed and built the Winco-Stringer motorcar, which was at the forefront of technology of the day) is looking to recruit an Apprentice Business Administrator.</p> <p>Responsibilities - typing quotations onto a word document, inputting orders & producing invoices on Sage accounts system, producing despatch labels for deliveries and book in prior to despatch, ensuring stock of packing labels are replenished, monitoring stationery, matching delivery notes to purchase orders, entering supplier invoices onto accounts system, downloading proof of deliveries from carrier systems, approving transport invoices, covering reception, emailing information using Outlook, filing, general ad hoc duties</p> <p>Skills needed - team working, communication, customer service</p> <p>Requirements - ideally the candidate has a good standard of Maths and English, Grade 4 and above</p> <p>Hours - 37 hours per week, Mon-Thurs 8am-4:30pm; Fridays 8:00am-3:30pm</p> <p>Pay - £4.15 per hour (National Minimum Wage for Apprentices)</p>
<p>Staveley, S43</p>	<p>Legal Administration Apprentice</p> <p>Ref: VAC2020102063</p>	<p>A long-established solicitors and conveyancing firm serving the communities of Staveley, Chesterfield, Kiveton Park and Sheffield is looking to recruit a Legal Administration Apprentice to provide main reception cover.</p> <p>Responsibilities - answering phone and greeting clients, taking documents from client and distributing appropriately, scanning/faxing/photocopying, booking appointments, taking card payments, making accurate attendance notes.</p> <p>Skills needed - attention to detail, strong communication skills, ability to manage workload, organisation, friendly attitude</p> <p>Requirements - Grade 4 or above in Maths and English</p>



		<p>Hours - 35 hours per week, Mon-Fri 9am-5pm (1-hour unpaid lunch) Pay - £5 per hour</p>
Sheffield, S7	<p>Lettings Administration Apprentice</p> <p>Ref: VAC2020102075</p>	<p>A busy and growing sales and lettings agency in Sheffield is looking to recruit a Lettings Administration Apprentice. This unique role is based in Sheffield with the successful candidate joining a small, friendly office-based team. The employer is seeking an individual with an interest in letting/estate management who can assist with the administration of property lettings, undertake general office admin work and provide personal administrative support for the property management team.</p> <p>Responsibilities - dealing with customer's queries and complaints, escalating where necessary, collation of job sheets, data entry of the work carried out, communication with manager, customers and operatives to ensure accuracy, accept delivery of materials ordered, processing and checking invoices, keeping accurate and up-to-date Health & Safety compliance records, assisting with maintaining the schedule of contracts and permits to work</p> <p>Skills needed – good IT and communication, flexible/adaptable working approach and ability to remain calm under pressure, ability to work as part of a team but show individual accountability, willingness to learn new tasks and the ability to take on and accept responsibility</p> <p>Requirements - Grade 4 (or equivalent) or above in Maths, English and ICT desirable</p> <p>Hours - 35 hours per week, Mon-Fri 9.30am-5pm Pay – £4.15 per hour (National Minimum Wage for Apprentices)</p>
Sheffield, S1	<p>Business Admin Apprentice</p>	<p>There is an opportunity to work for a producing company formed in 2012 to create exceptional world-class African theatre for the British and international stage, with imaginative flair. Based at The Crucible at Sheffield Theatres. The chosen</p>



	<p>Ref: VAC2020102009</p>	<p>candidate will be working across the company's activities - from projects, sales and service through to accounts - to develop a range of skills and talents with continuous college and in-house training.</p> <p>This job will be of particular interest to young people from a BAME background.</p> <p>Responsibilities – supporting both the Artistic Director and the General Manager in providing an efficient and effective service within the main office functions.</p> <p>Skills needed - reliable, self-motivated, hungry to learn, punctual with excellent time keeping, IT, administration, communication (both written and oral, including listening), excellent telephone manner, organisation, attention to detail, adaptability, improvisation, team player, eager and ambitious to learn</p> <p>Requirements - GCSE English and Maths ideally</p> <p>Hours - 37.5 hours per week, Mon to Fri 9am-5pm</p> <p>Pay – £4.15 (National Minimum Wage for Apprentices)</p>
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