

Issue No 29

21st November 2011

Opportunities Bulletin

Regular update on employment, training, voluntary opportunities

Employment



36, Mill Lane Arcade,

Touchwood, Solihull, West Midlands B91 3GS

Retail Sales Executive with Virgin Media.

Have you got good communication skills with the ability to gain trust and build rapport very quickly with potential customers?

Do you have experience in a sales/target driven environment?

It is important that you are computer literate and are able to use the company's web based application tools and educated to GCSE standard or equivalent.

Salary £14,886 + bonus

Closing date 23 November 2011

How to apply/further information go to www.careers.virginmedia.com

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Marks and Spencer are recruiting for Temporary Staff for their

37 Mill Lane, Solihull, B91 3AT Store

How to Apply/further information go to
www.marksandspencer.com/mscareers



10/12 Mell Square, Solihull, B91 3AY
are recruiting for temporary staff for the Christmas period.

How to apply/further information:
Take a copy of your CV together with a covering letter to the store.

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Apprenticeships:



Network Rail is offering three years of training, on-the-job experience and continual support, and you'll learn something new every day.

Our Advanced Apprenticeship Scheme is a three-year programme that equips you with the skills and experience to become a Maintenance Engineering Technician. One of the first things you need to do is decide which area of engineering you want to focus on, Track, Signalling, Electrification & Plant, or Telecoms. There are also limited opportunities in other disciplines – these are dependent on location and will be discussed further at Assessment Centres.

Whichever route you choose to take, you'll spend your first year at the training centre in Gosport. The next two years are spent in your chosen location, where you will work with experienced teams. From the very beginning, you'll learn about our very high safety standards. And this will be a critical part of your everyday life with Network Rail.

Once you leave the training centre and join a maintenance engineering team you'll start working various shift patterns that will include early mornings, night shifts, bank holidays and weekends.

After three years, you'll have the qualifications - NVQ, BTEC and ILM (Institute of Leadership and Management) - and skills to develop a long-term career with Network Rail. Many of our Apprentices complete their first year and soon start to think about their career options – and many set their sights on becoming technical officers, team leaders or managers. And there are even further opportunities to study a foundation degree for those who demonstrate the commitment and ability.

If you would like to apply for our 2012 programme, please come back to the site in December 2011 when you will be able to pre-register for information on next years scheme. We will start taking applications in January 2012, and would encourage you to apply as early as possible, as we may close the website for new applications once we have received sufficient for each location.

To apply in 2012

You will need to be 17 by 10th September 2012 and have 4 GCSEs at grade A-C (or equivalent), or 4 Scottish Standard grades 1-3 (or equivalent) including English, Maths and Science or Engineering, you will be able to apply.

www.networkrail.co.uk/apprentices

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DUTIES: This is an excellent opportunity to join a longstanding and successful Insurance Broker Team. There is 40 staff, who work in a modern, professional, busy and friendly office. You would provide a supportive role carrying out various tasks, such as using a PC, dealing with the post, handling phone calls and distributing letters.

REQUIREMENTS: No experience is needed, as a full Training Programme is provided. You must have a good standard of numeracy and literacy skills and have excellent communication skills. You will be expected to have an excellent attendance record, always be punctual and become a willing and active member of our team.

HOURS: This is a full time permanent position, working 40 hours per week Monday-Friday 8.30am-5.30pm with 1 hour for lunch break.

TERMS & CONDITIONS: You will be paid the National Minimum Wage which can vary according to age. Holidays meet the statutory requirements. This role is also subject to a 3 month probationary period after which there would be regular salary reviews.

TRAINING: Norton Insurance has a proven track record in Birmingham of providing progressive career opportunities. Their Investors in People Award demonstrates their commitment to the development of their employees, for whom there is a choice of career path for the right candidate. You would initially go through a 3 month induction program, followed by an Apprenticeship in financial services, which when successfully completed would provide you with both NVQ and Insurance Industry Qualifications.

OTHER INFORMATION: Norton Insurance office is near the Five Ways Island (where Broad Street meets the Hagley Road). The location is easily reached by a wide selection of regular buses, and is only a short walk from the Five Ways Centro Rail Station. Please go to www.norton-ib.co.uk for more information to find out more about the company and the service they provide.

HOW TO APPLY:

Either send a covering letter and CV to:

Stuart Simpson
Norton Insurance Brokers,
Regency House,
97-107 Hagley Road,
Edgbaston,
B16 8LA

Or email your CV to ssimpson@norton-ib.co.uk. No phone calls please

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Remember to check www.apprenticeships.org.uk – there are apprenticeships in Solihull and surrounding areas, for example:

- Business Trainee – Solihull – vacancy no: 121777 - closing date 25.11.2011
- Dry Cleaning Assistant – Solihull – vacancy no: 120518 closing date 27.11.2011
- Passenger Agent – Birmingham – vacancy no: 111446 closing date 06.01.2012
- Warehousing Operative – Birmingham – vacancy no: 119481 closing date 30.11.2011
- IT Technical Sales – Birmingham – vacancy no: 118360 closing date 30.11.2011
- Trainee Interior Designer – Sutton Coldfield – vacancy no: 121474 closing date 07.12.2011
- Laboratory Assistant – Birmingham – vacancy no: 117509 closing date 25.11.2011
- Tool room Trainee – Birmingham – vacancy no: 121110 closing date 30.11.2011
- Engineering Toolmaker – Birmingham – vacancy no: 120124 closing date 01.12.2011
- Trainee Insurance Broker – Birmingham - vacancy no: 114124 closing date 02.12.2011
- Sales Assistant – Birmingham – vacancy no: 119444 closing date 30.01.2012
- Receptionist – Birmingham – vacancy no: 122029 closing date 28.11.2011

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