



Please note this Apprenticeship/ Traineeship vacancy bulletin is updated regularly - contact the Opportunity Sheffield team if you require further information around any role. **If you wish to find out more about a vacancy below please contact apprenticeshipready@sheffield.gov.uk or if you would like to express an interest in applying for any of the vacancies or apprenticeships listed please send your CV to apprenticeshipready@sheffield.gov.uk**

Please include the vacancy reference number and account manager of the position you wish to apply for in your email.

Post Code	Job Title/ Vacancy ID	Job Description	Closing Date	Account Manager
S13 7JX	Customer Service L2 Apprenticeship VAC2021102955	Duties and responsibilities include: <ul style="list-style-type: none">• Restocking shelves with medications and putting away pharmaceutical stock and other supplies• Answering phone calls in a professional manner and directing to appropriate members of the team• Ensuring work areas are organised and kept clean and tidy• Labelling items within the pharmacy• Placing orders for stock	24/12/2021	Asima Zahir
S12 3BP	GP Administrator - L3 Business Administration Apprenticeship VAC2021103447	Birley Health Centre is seeking an Apprentice GP Administrator to be responsible for undertaking a wide range of administrative duties and the provision of administrative support to the multidisciplinary team. Duties can include but are not limited to: <ul style="list-style-type: none">• Supporting the administration and receptionist teams with patient registration, booking appointments, processing of information (electronic and hard copy) in a timely manner and in accordance with current policies	31/01/2021	Matt Lawrie

		<ul style="list-style-type: none"> • Supporting staff with the distribution of information, messages and enquiries for the clinical team • Liaising with multidisciplinary team members and external agencies such as secondary care and community service providers <p>The following are the core responsibilities of the administration assistant. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:</p> <ul style="list-style-type: none"> • Processing of incoming and outgoing mail • Filing and storing records as required • Photocopying documentation as required • Secretarial roles • Understanding and processing all income and expenditure of the practice • Minute taking • Processing and distributing incoming faxes and letters • The processing of changes to patient registration, deduction of record and new patient registration • Inputting data into the patient's healthcare records as necessary • Answering incoming phone calls, transferring calls or dealing with the callers request appropriately • Welcoming patients and visitors to the practice, directing requests appropriately • Maintaining a clean, tidy, effective working area at all times • Supporting all clinical staff with general administrative tasks as requested <p>In addition to the primary responsibilities, the Medical Administrator may be requested to:</p> <ul style="list-style-type: none"> • Partake in audit as directed by the audit lead • Support reception staff, providing cover during staff absences • Book appointments 		
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S7 1NQ	Apprentice Painter & Decorator VAC2021103337	Duties include: <ul style="list-style-type: none"> • Use of hand tools and power tools • Application of various types of paint • Stripping and applying wallpaper • Understanding Health & Safety and adhering to the policies for various sites • Spray painting • Preparing surfaces to a very high standard • Manual handling • Use of access equipment • Carrying out and keeping record of safety checks • Dealing with clients, customers and members of the public 	24/12/2021	Sophie Mazzola
S62 6LJ	Apprentice Business Administrator VAC2021103258	Duties include: <ul style="list-style-type: none"> • Handling/processing returns • Dealing with suppliers (internationally) • Currency transfers and monitoring exchange rates • Sourcing new products/suppliers • Fighting day to day operational issues i.e. machinery/IT breakdowns • Payroll • Fleet vehicle maintenance/inspection bookings • Answering emails/telephone • Producing Certificates of Destruction/liasing with Environment Agency • Ensuring Health & Safety/environmental procedures are maintained 	24/12/2021	Asima Zahir
S5 9NU	Apprentice Business Administrator VAC2021102895	<p>You will be our first point of contact for the business. You will be undertaking Admin duties such as printing, filing, scanning etc., however the role is not limited.</p> <p>Additional duties include:</p>	24/12/2021	Asima Zahir

		<ul style="list-style-type: none"> • Being involved in the recruitment process from start to finish • Keeping staff compliant • Running payroll and looking at pension contributions • Invoicing any work undertaken • Covering shifts which come into the business • Planning of transport to get staff to and from work • Sending rotas to homes • Logging of COVID vaccinations and tests • Participating in staff meetings/briefings and being able to bring your own ideas to the table • Responding to emails, messages and incoming calls <p>This is an opportunity for long term employment on completion of the apprenticeship for the right candidate.</p>		
S81 7AZ	Customer Service L2 Apprenticeship VAC2021102951	Duties and responsibilities include: <ul style="list-style-type: none"> • Restocking shelves with medications and putting away pharmaceutical stock and other supplies • Answering phone calls in a professional manner and directing to appropriate members of the team • Ensuring work areas are organised and kept clean and tidy • Labelling items within the pharmacy • Placing orders for stock 	24/12/2021	Asima Zahir
S4 8GS	Customer Service L2 Apprenticeship VAC2021102954	Duties and responsibilities include: <ul style="list-style-type: none"> • Restocking shelves with medications and putting away pharmaceutical stock and other supplies • Answering phone calls in a professional manner and directing to appropriate members of the team • Ensuring work areas are organised and kept clean and tidy • Labelling items within the pharmacy • Placing orders for stock 	24/12/2021	Asima Zahir

