

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 note: some vacancies require a CV to be sent to sccapprenticeships@sheffield.gov.uk instead of Apprenticeship Ready – these are outlined in the Account Manger box.

The vacancy reference number and Account Manager of the role you wish to apply for should be included in your email.

Post Code	Job Title / Vacancy ID	Job Description	Closing Date	Account Manager
S3 8DB	Apprentice Business Administrator VAC2022103536	Duties include: <ul style="list-style-type: none">• Answering incoming calls• Reception duties• Sending marketing letters• Digital marketing on blogs and social media• Accepting deliveries from couriers• Ensuring adequate stock levels of stationary• Producing management reports• Providing an excellent level of customer service• Providing support to the sales team• Updating the CRM and chasing paperwork from new clients	28/02/2022	Asima Zahir

S9 4AE	Apprentice Phone Technician VAC2022103558	<p>Duties include:</p> <ul style="list-style-type: none"> Initially to understand basic mobile phone and Apple iOS (Operating Systems) and their basic functionality On the job training, leaning how to recover data, diagnose software and hardware issues to include functionality and to undertake repairs Fault diagnosis Part replacement Fine soldering Rewiring Disassembly and reassembly of mobile phones, tablets and Apple iOS products Administrative duties (ensuring all paperwork is up to date) Packing and processing orders (ensuring we hit daily deliveries) Ordering supplies Counting and managing stock Listing items online through multiple portals such as Amazon, eBay and Wish Customer service General shop duties <p>We are looking for someone with a genuine interest in mobile phones, tablets and Apple iOS products and the employer's business sector, willingness to learn, a good team player, trustworthy, flexible, reliable, a good timekeeper, a good communicator and a good team player.</p>	14/03/2022	Yves Orford
S7 1NQ	Apprentice Painter & Decorator VAC2021103337	<p>Duties include:</p> <ul style="list-style-type: none"> Using hand tools and power tools Applying various types of paint Stripping and applying wallpaper Understanding health and 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 	28/02/2022	Sophie Mazzola

Hillsborough, Burngreave and Attercliffe	Apprentice Housing Officer x3 VAC2022103500	<p>Are you enthusiastic, passionate, and committed to improving outcomes for residents of Sheffield's Council Housing Service?</p> <p>This is an opportunity to join a front-line service with scope to influence and improve the service we provide the customers of Sheffield. You will be working within a team of experienced, supportive, and motivated staff.</p> <p>You will contribute to the delivery of a high-quality service which supports customers to help them sustain their tenancies. The post will involve multi-agency working with other teams within the Council or other agencies to provide the best possible support to our customers.</p> <p>We are looking for applicants with a positive approach and can-do attitude who can provide a high quality, continually improving and customer driven service. Housing knowledge is not essential - we will work with successful applicants to ensure they are trained and coached to gain the knowledge needed. We also offer career progression opportunities for all our staff.</p>	16/02/2022	Terry Mitchell: sccapprenticeships@sheffield.gov.uk
S71NF	Apprentice Administrator VAC2022103557	<p>To provide administration support and to work with colleagues to deliver a comprehensive service.</p> <p>To assist all departments with their day to day administration tasks to include opening and distributing post, delivering and scanning documents, photocopying, typing notes and letters from dictation, archiving and storage of client files and documents.</p> <p>To ensure that there is sufficient stationery within the departments and to replenish as and when required.</p> <p>Frank the post and deliver it to the Post Office at the end of each day</p> <p>Help take incoming telephone calls and taking messages.</p> <p>Assisting with and covering reception as and when necessary.</p>	28/02/2022	Tariq Ali

S40 2WG	Legal Administration Apprentice VAC2022103559	<p>Duties and responsibilities will include:</p> <p>To provide and ensure excellent levels of client care at all times To undertake telephone calls in accordance with internal procedures and prescribed timescales To process, verify and ensure correct data input at all times To work as part of a team to answer incoming calls To undertake internal procedures to efficiently facilitate case progression To communicate with insurers and related parties to obtain all relevant information To provide continuous support to other members of the team as appropriate To undertake telephone calls professionally and efficiently To respond to client and/or third-party enquiries and to follow up as necessary To record, continuously update and quality check all data to ensure accuracy of corresponding case management screens To provide legal assistance in line with best practice and within the relevant sphere of expertise To ensure accuracy of all communications at all times; ensuring guidance is sought as and when appropriate To action designated administrative tasks in line with requirements and in accordance with instructions To attend and communicate with clients, courts and barristers as required To comply with all company policies and procedures To undertake any training necessary to perform the role effectively</p>	21/03/2022	Sophie Mazzola
	Junior Admin Assistant VAC2022103561	<p>Reporting to Accounts Administration manager you will be required to assist in the day to day operation of the business by answering all incoming telephone calls / emails and dealing with such requests in a timely and effective manner.</p> <p>You will also be expected to create and send customer invoicing, deal with all incoming and outgoing post as well as deal with other ad hoc office and daily business duties.</p> <p>The company you will be working for has been established for over 20 years. We are a small but expanding team who work within the IT Sector offering IT support (remote and onsite), web solutions, products and digital services to all of our customers to help their business strive.</p>	31/03/2022	Sophie Mazzola

