



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 Manager 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
S11 8PE	Junior Admin Assistant VAC2022103561	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. 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. 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 thrive.	31/03/2022	Sophie Mazzola
S40 2WG	Legal Administration Apprentice VAC2022103559	Duties and responsibilities will include: 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	21/03/2022	Sophie Mazzola

		<p>To work as part of a team to answer incoming calls</p> <p>To undertake internal procedures to efficiently facilitate case progression</p> <p>To communicate with insurers and related parties to obtain all relevant information</p> <p>To provide continuous support to other members of the team as appropriate</p> <p>To undertake telephone calls professionally and efficiently</p> <p>To respond to client and/or third-party enquiries and to follow up as necessary</p> <p>To record, continuously update and quality check all data to ensure accuracy of corresponding case management screens</p> <p>To provide legal assistance in line with best practice and within the relevant sphere of expertise</p> <p>To ensure accuracy of all communications at all times; ensuring guidance is sought as and when appropriate</p> <p>To action designated administrative tasks in line with requirements and in accordance with instructions</p> <p>To attend and communicate with clients, courts and barristers as required</p> <p>To comply with all company policies and procedures</p> <p>To undertake any training necessary to perform the role effectively</p>		
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, learning 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 	14/03/2022	Yves Orford

		<ul style="list-style-type: none"> • 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>		
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
S3 8DB	Apprentice Business Administrator VAC2022103536	<p>Duties include:</p> <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 <p>Updating the CRM and chasing paperwork from new clients</p>	28/02/2022	Asima Zahir
S7 1NQ	Apprentice Painter & Decorator	<p>Duties include:</p> <ul style="list-style-type: none"> • Using hand tools and power tools • Applying various types of paint 	28/02/2022	Sophie Mazzola

	VAC2021103337	<ul style="list-style-type: none">• 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		
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