

Vacancy Details																			
Vacancy Title	Business Administration Apprentice																		
Employer Name	Portable Conveyers Limited																		
Employer Address & Postcode	Bowling Green Lane Albrighton Wolverhampton WV7 3HB																		
Contact Name	<table border="1"> <tr> <td>Title</td> <td>Mrs</td> </tr> <tr> <td>First Name</td> <td>Rebecca</td> </tr> <tr> <td>Surname</td> <td>Dabbs</td> </tr> <tr> <td>Position</td> <td>Recruitment Officer</td> </tr> <tr> <td>Telephone</td> <td>01952 641892 Ext: 345</td> </tr> <tr> <td>Mobile no (optional)</td> <td>07769 224265</td> </tr> <tr> <td>Email Address</td> <td>rebeccad@nct.ac.uk</td> </tr> <tr> <td>Fax no (optional)</td> <td></td> </tr> <tr> <td>Contact by email/mail/phone?</td> <td>Email</td> </tr> </table>	Title	Mrs	First Name	Rebecca	Surname	Dabbs	Position	Recruitment Officer	Telephone	01952 641892 Ext: 345	Mobile no (optional)	07769 224265	Email Address	rebeccad@nct.ac.uk	Fax no (optional)		Contact by email/mail/phone?	Email
Title	Mrs																		
First Name	Rebecca																		
Surname	Dabbs																		
Position	Recruitment Officer																		
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Contact by email/mail/phone?	Email																		
Full description	<p>(A) <u>Initial 6 -8 weeks</u></p> <ol style="list-style-type: none"> 1. To physically re-organise the parts stores, identify and label components and allocate to a specific stores area. 2. To list components, description and location ready to put on to a general computer programme. Software to be discussed with successful applicant. 3. To input on to the computer and to keep a regular update once in operation. This will involve booking in purchased items and booking out sold items (also items allocated to our workshops). 4. To locate purchased items in the parts store and to pack ready for despatch sold items or prepare for workshop usage. <p>Once the manual operation is up and running and the computer listing is made and ready to be up and running we envisage the successful candidate can then be involved/trained in the following over a medium term period.</p> <p>(B) <u>Medium Term - 2 Months to 24 Months</u></p> <ol style="list-style-type: none"> 1. Be involved with the general administration of the business including paperwork, including despatch notes, works sheets, order requisitions, etc. 																		

	<p>2. To be involved with telephone work to the suppliers</p> <p>3. To gradually be involved with telephone work with the customers ordering parts, i.e. sales</p> <p>4. To develop computer skills into these areas.</p> <p>5. To develop computer skills as a backup/support to the purchasing/sales.</p> <p>(C) <u>Long Term</u></p> <p>To become a valuable member of the team and to be able to assist/cover for existing staff and eventually operate in general administration.</p> <p>Though limited in training facilities on site, there are employees who are always willing to assist and train/identify, etc.</p> <p>Regarding computer software, the organisation is prepared to invest in the software required after the initial short term period.</p>
Short description	A fantastic opportunity within Business Administration, with excellent career prospects. The majority of the employees within this organisation have been employed in excess of 10 years and operate very much as a team. Whatever assistance that may be required in the initial short term period will be given.
Number of positions available	1
Weekly Wage	£ 132
Working Week (Days and Hours)	Monday – Friday 8.30am – 5pm 40 hours per week
Future prospects description	The successful candidate will be considered for a permanent full time position and extended training.

Employer Details	
Employer Description	<p>UK leading supplier of both mobile and static recycling and quarry equipment. Custom designed new as well as refurbished and good used equipment. Specialising in recycling plants (feeders, trommels, handpicking conveyors, fan blowers and magnetic equipment) and quarry plants (screen, crushing, conveying and washing equipment).</p> <p>With years of experience Portable Conveyers have workshops that are capable of preparation and/or refurbishment of used screens, conveyors and recycling equipment. Specialising in mobile Powerscreens and Finlay Hydrascreens for repair/refurbishment plus any manufacturing of static or mobile conveyors.</p>

	With full fabrication facilities to modify existing used equipment which can often prove to represent a considerable saving on new units. All equipment offered is owned by the company and a 'quick' turn around is offered for servicing, overhaul and refurbishment.
Employer website and logo.	www.portableconveyers.co.uk

Vacancy Location	
Vacancy Location & Postcode (Complete if Multiple)	

Training Information			
Occupation Type (Sector)	Business & Administration		
Job Role (Framework)	Business & Administration		
Vacancy Type			
Training to be Provided	Level 2 Business & Administration Apprenticeship to include: <ul style="list-style-type: none"> - NVQ Certificate in Business & Administration Level 2 - Certificate in the Principles of Business Administration Level 2 - Functional Skills in Maths, English and ICT Level 1 (if applicable) - Level 2 Employment Rights and Responsibilities 		
Expected Duration	Minimum of 12 months.		

About the Candidate	
Skills Required	<u>Characteristics of Successful Applicant</u> <ol style="list-style-type: none"> 1. Must be able to communicate with fellow employees and to request assistance as required, though for a large majority of time will be working in their own environment. 2. Must be of a tidy nature in order to set up the stores area in the initial short term period. 3. Must be able to physically work in a stores environment and to set up their own daily targets 4. Must be computer literate and to take part in the decision taking after the initial short term period as to the type of programme/software required.
Qualifications required	Must have a good level of education as reading/writing and computer skills will be very important in the medium term.

	GCSE qualifications at grade C or above in English, maths and ICT or the ability to work towards Level 1 Functional Skills in maths, English and ICT
Personal qualities	Must have the desire to complete their Apprenticeship training and to grow with the position and within our family business.

Additional Detail

Important other Information	
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Reality Check	
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Supplementary Application Form Questions

Two Vacancy Specific Questions:	<p>Question One: Why do you want to work for a small family business?</p> <p>Question Two: Why do you want a career in Business Administration?</p>

Key Dates (do not leave these boxes blank):

Closing date	04.12.2015
Interview start date	09.11.2015
Possible start date	07.12.2015