

Please note this vacancy bulletin is updated regularly - contact the Opportunity Sheffield team if you require further information around any role. Please include the vacancy reference number of the position you wish to apply for in your email.

<p>Sheffield City Area</p>	<p>Traineeships</p>	<p>We will be offering a range of Traineeships to support young people age 16 to 24 who do not yet have the experience to secure an apprenticeship. If you would like to know more about this programme please gets in touch. This involved a 4 week virtual classroom programme covering CV writing, Interview Preparation, Team Work, Problem Solving etc. to prepare you to take up the 70 hour work experience placement within one of the opportunities below.</p>
<p>Sheffield, S3</p>	<p>Administrative Apprentice</p> <p>VAC2020102082</p>	<p>This well established chemical company are looking to recruit an Administrative Apprentice to work in their busy office.</p> <p>Responsibilities – To work in a small friendly office located close to Sheffield City Centre. The business specialises in the sales and distribution of Cleaning Chemicals throughout the UK.</p> <p>Duties will include data inputting, emailing, generating computerised confirmations of orders, occasional internet updating, along with many other general day to day office tasks, such as, filing and photocopying.</p> <p>Skills Required – Must be hard working and have good written communication skills. Confident Above average typing speed and accuracy. IT skills with a good understanding of the Internet. Should be comfortable working in a busy telesales environment.</p>



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		<p>Reasonable knowledge of graphic design packages, Optimization and On-line selling would be an advantage. Hours – Monday to Friday 9am-5pm Pay – Apprenticeship National Minimum Wage</p>
<p>Sheffield, S9</p>	<p>Insurance Administration Apprentice</p> <p>VAC2020102086</p>	<p>This long established financial services company, are looking to recruit an Insurance Administration Apprentice to join their large team.</p> <p>Responsibilities – To work in a very busy insurance brokers, providing support to various departments. Initially working across all areas of the business you will be given support and training along with the opportunity to attend college and gain evidence within the workplace to gain a nationally recognised qualification.</p> <p>Duties Include: Telephone duties Using electronic messaging systems Scanning, archiving and filing documents Operating various office equipment – photocopying and binding Dealing with any telephone queries, and referring to a colleague Ensure that firms systems and the complaints are followed at all times in accordance with firms compliance manual and FCA regulations, and ensuring that all required training is completed within timescales allocated and the personal training manual is fully updated at all times Any other general insurance handling support Assisting with entering data onto the Applied operating system and Insurer platforms Chasing customers for outstanding information Assisting with invoicing</p> <p>Skills Required – Personable Ability to prioritise and organise your own workload to ensure deadlines are met Ability to liaise with colleagues when appropriate</p>



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		<p>Professional manner Ability to develop and sustain relationships with both internal and external customers Good IT and keyboard skills Knowledge of Microsoft Packages including excel, word Clear concise telephone manner Confidence Ability to work under pressure when necessary Strong numeracy and literacy skills Hours – Monday to Friday 9-5 Pay – Apprenticeship National Minimum Wage</p>
<p>Sheffield, S9</p>	<p>Business and Accounts Admin Apprentice VAC2020102087</p>	<p>This long established financial services company, are looking to recruit a Business and Accounts Admin Apprentice to join their large team. Responsibilities – To work in a very busy insurance brokers, providing support to various departments. Initially working across all areas of the business you will be given support and training along with the opportunity to attend college and gain evidence within the workplace to gain a nationally recognised qualification. Duties Will Include: Receptionist duties, which includes meeting and greeting visitors and making drinks to cover staff at lunch times and holidays. Telephone duties Using electronic messaging systems Scanning, archiving and filing documents Ensuring all outgoing mail is sent on a daily basis as and when required Operating various office equipment – photocopying and binding Dealing with any telephone queries, using your own judgement based upon knowledge and experience as to when to refer to a colleague Ensure that firms systems and the complaints are followed at all times in accordance with firms compliance manual and FCA regulations, and ensuring that all required</p>



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		<p>training is completed within timescales allocated and the personal training manual is fully updated at all times Any other general support Assisting with sales ledger i.e. matching receipts to invoices, chasing customers for outstanding monies. Assisting with purchase ledger i.e. reconciling Insurer statements and making payments.</p> <p>Skills Required – Personable Ability to prioritise and organise your own workload to ensure deadlines are met Ability to liaise with colleagues when appropriate Professional manner Ability to develop and sustain relationships with both internal and external customers Good IT and keyboard skills Knowledge of Microsoft Packages including excel, word Clear concise telephone manner Confidence Ability to work under pressure when necessary Strong numeracy skills</p> <p>Hours – Monday to Friday 9-5 Pay – Apprenticeship National Minimum Wage</p>
<p>Sheffield, S10</p>	<p>Business Administration Apprentice VAC2020102103</p>	<p>A progressive and developing food manufacturer with a café and wholesale business is looking to recruit a Business Administrator Apprentice to join their growing team.</p> <p>Responsibilities – This role is providing administrative support within an artisan bakery that supplies delicious fresh artisan bread and patisserie seven days a week. They do home deliveries directly to households in the Sheffield area and send bread all over the UK through a mail delivery system.</p>



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		<p>This role would involve all aspects of administrative support including order processing, invoicing, customer service and general administrative tasks.</p> <p>Skills Required – Excellent communicator Customer Focused Maintain a professional attitude Be committed to professional development Work as part of a team to deliver impeccable customer service Work quickly, efficiently, and calmly Strong IT skills</p> <p>Hours – Monday to Friday Hours tbc Pay – Apprenticeship National Minimum Wage</p>
<p>Sheffield, S17</p>	<p>Apprentice Early Years Practitioner</p> <p>VAC2020102120</p>	<p>This very popular private nursery in the leafy suburb of Sheffield is looking to recruit an Apprentice Early Years Practitioner to join their growing team.</p> <p>Responsibilities – Purposes of post To be trained to do the same role as a Nursery Nurse. To contribute to a high standard of physical, emotional, social, and intellectual care for children placed in the nursery. To implement the daily routine. Key area Work with children. Attend training and staff meeting. Teamwork. Liaise with parents.</p> <p>Skills Required – Trustworthy Good Communication Skills Good Level of energy and enthusiasm</p>



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		<p>Previous experience of working with children within an education or care setting would be ideal but not essential. Hours – Mon to Fri 7.30am to 6pm, with 20% paid hours for OTJT Pay – Apprenticeship National Minimum Wage</p>
<p>Sheffield, S1</p>	<p>Traineeship Engineering & Customer Service</p> <p>VAC2020102128</p>	<p>Based within this well established music and entertainment venue learning the basics of sound/lighting engineering and dealing with customers within the venue. You will learn more about the following tasks within the department, Day to day venue maintenance, Working with in house Sound and Lighting Engineers, Assisting attendees with queries, Ensuring all acts are looked after and provided with a high quality service, Use communication to enable smooth performances, Providing any admin support for the engineer team as required</p> <p>Skills Required –</p> <p>This is a rare opportunity for someone who is passionate about events operations and learning more about the technical side of events. We support our staff to see them prosper within our business and are looking to give the opportunity for an enthusiastic and reliable Apprentice to work within this industry that can often seem hard to crack!</p> <p>We are looking for an exceptional candidate, who will thrive in this fast paced industry, displaying passion for Arts & Events, as well as creative thinking. Every day will be different. You will be interacting with a variety of customers and staff, assisting with event setup, lighting, sound, venue maintenance, and ensuring attendees receive the best possible experience when attending an event. As a venue – we are incredibly well connected and will help to open doors to further opportunities as well as build your knowledge, help you to gain confidence and important experience.</p> <p>You will receive the National Minimum Wage for Apprenticeships. You will also work towards an industry recognised qualification that will make sure you are indispensable in the industry.</p> <p>The role will provide you with all the training needed in today's forever changing</p>



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		<p>events sector.</p> <p>Job Duties: To efficiently undertake a range of technical and operational tasks which may include the following duties as directed: Assist with the running of club nights, comedy, gigs, screenings and other events Day to day venue maintenance Working with in house Sound and Lighting Engineers Assisting attendees with queries Ensuring all acts are looked after and provided with a high quality service Use communication to enable smooth performances Providing any admin support for the engineer team as required</p> <p>Benefits: Excellent Career progression Working with a friendly organisation Industry qualifications and experience Free entry to events</p> <p>Hours - 70 hours placement over a two week period</p>
<p>Sheffield, S1</p>	<p>Business Marketing Traineeship to Apprentice</p> <p>VAC2020102129</p>	<p>Based within this well established music and entertainment venue learning the basics of marketing within a commercial environment, such as digital marketing as well as paper based. Every day will be different. You will be interacting with a variety of customers and staff, assisting with event planning and promotion, and ensuring that the local community hears about the wide variety of brilliant events they run. You will get an insight into a broad range of jobs, and ensure that they focus on any particular interests that you have in the industry.</p> <p>Skills Required – Strong communication skills Social Media Experience Passion for events Creative flair</p> <p>Hours - 70 hours placement over a two week period</p>



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<p>Sheffield, S10</p>	<p>Traineeship Phone Technician</p> <p>VAC2020102162</p>	<p>This busy and popular phone repairer and retailer in the popular area of Walkley is looking for a candidate to take up the Traineeship Phone Technician to learn the basic skills, work shadow and gain an insight into the business with the hope to progress into the Apprenticeship within the business.</p> <p>Requirements –</p> <p>During the traineeship you will work shadow and gain an insight into the following areas.</p> <p>Basic Duties: Initially to understand basic mobile phone and Apple iOS (Operating Systems) and their basic functionality. To take “on the job” training, leaning how to recover data, diagnose software and hardware issues to include functionality and to undertake fault diagnosis and repairs.</p> <p>- Specific Duties: Fault Diagnosis, Part Replacement, Fine Soldering, Rewiring, Disassembly and Reassembly of mobile phones, tablets and Apple iOS products.</p> <p>- Skills/Qualifications Required: GCSE grade A to C in Maths, English & ICT (Not Essential). A genuine interest in mobile phones, tablets and Apple iOS products and the employer’s business sector, the willingness to learn, a good team player, trustworthy, flexible, reliable, a good time keeper, a good communicator and a good team player.</p> <p>- Admin Work (Make sure all paper work is up to Date)</p> <p>- Packing and processing orders (Make sure we hit daily deliveries)</p> <p>- Ordering supplies (Stock Control)</p> <p>- Counting and managing stock (Stock Control)</p> <p>- Listing items online (Selling products through multiple portals e.g. Amazon Ebay Wish)</p> <p>- talking to customers (customer Service, point of sale)</p> <p>- General shop duty's</p> <p>Skills Needed -</p> <p>Good IT Skills</p> <p>Good Numeracy Skills</p> <p>Requirements – desirable 4 in Maths and English or equivalent</p>
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		<p>Hours – 70 hours placement over a two week period, The Shop opens 10am to 6pm Monday to Saturday so shifts will vary between these times</p>
<p>Sheffield, S35</p>	<p>Traineeship in Sales Admin/Marketing Assistant</p> <p>VAC2020102168</p>	<p>This is a role for someone who enjoys both telephone/face to face customer service. The idea candidate will be confident and have communications skills</p> <p>Responsibilities - The idea candidate will support the team: Speak to both new and existing customers on the phone Generate leads and Sales (in time) Cold Calling and up selling Running reports Manage company social media Support with all administration duties Supporting Directors Processing Payments Dealing with walk in trade enquiry and over the phone Attend team meetings and undergo online training if required</p> <p>Skills needed – Confident Strong communications Team player Organised Good telephone manner is crucial Someone who enjoys interacting and speaking to a variety of people</p> <p>Requirements – 4 in Maths and English</p> <p>Hours – 70 hours placement over a two week placement, general office hours</p>
<p>Sheffield, S4</p>	<p>Traineeship -</p>	<p>This security systems installer with contracts and clients across the uk, are looking</p>



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	<p>Apprentice Business Administrator</p> <p>VAC2020102179</p>	<p>to find suitable candidates to take up the traineeship opportunity with the intention to progressing onto the Business Admin Apprenticeship.</p> <p>Responsibilities - On a typical day you could:</p> <ul style="list-style-type: none"> arrange displays of plants and flowers to attract customers talk to customers about their needs and help them choose flowers and plants take orders in person, on the phone and online keep flowers in perfect condition prepare arrangements for weddings, celebrations and funerals learn new floristry skills like wiring and presentation give plant care advice set up flower displays at events clean vases and keep the shop tidy <p>Skills needed – You'll need: to be thorough and pay attention to detail</p> <ul style="list-style-type: none"> the ability to work well with your hands the ability to work well with others sensitivity and understanding excellent verbal communication skills the ability to come up with new ways of doing things the ability to work on your own customer service skills to be able to carry out basic tasks on a computer or hand-held device <p>Able to develop good rapport with customers to ensure they come back time after time</p> <p>Requirements – ideally A-C, 9-4 GCSE Maths & English, or equivalent</p> <p>Hours – 70 hours placement over a two week placement, general office hours</p>
<p>Sheffield, S35</p>	<p>Traineeship - Apprentice Foundry Worker</p>	<p>A family run foundry business, established for more than 50 years, providing manufacturing services in ferrous and non-ferrous castings to industries worldwide, are looking for candidates to take up this traineeship to develop a basic understanding in order to demonstrate the basic skills to progress onto the Foundry</p>



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	<p>VAC2020102180</p>	<p>Apprenticeship. Due to growth the company is currently looking to take on a new Trainee Foundry Operative. Your duties will be wide and varied across the foundry and a major part of the role will be learning the relevant skills needed. Responsibilities – You will be observing/work shadowing sand casting and be learning the skills of a traditional sand moulder (very technical) and will gain knowledge of moulding, core making, metals temperatures on ferrous and nonferrous materials , shell core making, various sands & resins and loose green sand moulding – the other one will be for gravity die casting – they will be gaining more knowledge in casting techniques, non-ferrous metal temperatures, casting technique, tooling care and tooling preparation – the latter of the two will also be cross trained in our finishing department. Skills needed – You must be hardworking, keen and punctual (ready to START work at 6.00am). The company has a very low turnover of staff so opportunities like this do not come along very often. Requirements – Ideally A-Cs, 9-4's in Maths & English or equivalent. Hours – 70 hours placement over a two week placement, general office hours</p>
<p>Sheffield, but eventually field based across South Yorks and wider</p>	<p>Traineeship Bricklayer VAC2020102183</p>	<p>A general building services contractor providing building services across the region, are looking to identify their next generation of candidates are offering this traineeship opportunity to provide trainees the chance to develop basic skills in the hope they can progress on to the Bricklaying Apprenticeship. Responsibilities - Apprentice Bricklayer required to work alongside time served tradesman within an established Company. All aspects of brickwork to be learnt and to work under the close supervision of the team. Opportunity to learn all other aspects of construction/building and get all round experience. Skills needed – Good communication Attention to detail The ability to follow instructions is paramount A good level of fitness</p>



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		<p>Team working skills Reliability Methodical Listening Requirements – Ideally Maths and English grades 3/4. Hours – 70 hours placement over a two week placement, general office hours</p>
<p>Sheffield</p>	<p>Production Based Business Administration Apprentice</p> <p>VAC2020102200</p>	<p>Family owned clothing business are looking for an apprentice to join them on their production team.</p> <p>Responsibilities – Working under our business analyst, the role will involve looking at sales data, identify trends, suggest items for stock production, preparation of shipments for worldwide distribution, labelling stock for distribution. Some warehouse work involving bagging and boxing. Customer services work:- dealing with online enquiries, tracking orders, placing supplier orders.</p> <p>Skills needed – Good communication Attention to detail The ability to follow instructions is paramount Team working skills Reliability Methodical Listening</p> <p>Requirements – Ideally Maths and English grades 3/4. Hours – 70 hours placement over a two week placement, general office hours</p>



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<p>Based at S20 Sheffield</p>	<p>Traineeship Nursery Assistant</p> <p>VAC2020102226</p>	<p>Childcare Level 2 Apprenticeship</p> <p>Responsibilities - Have an understanding of child development & ensure that the children's physical, emotional, social & intellectual needs are met Work in conjunction with Nursery Officers to provide activities which are age & stage-appropriate Assist Nursery Officers in planning, assessing & recording children's development using relevant guidelines & frameworks Take responsibility for the children placed in your care Be aware of all aspects of safety & security within the nursery Share in the supporting & liaising with parents/carers Provide a role model for children attending the nursery Be aware of the additional needs of some children - work alongside Nursery Officers to ensure full integration within the nursery Support & liaise with all staff members - engage in good team practices Undertake certain domestic jobs, e.g. preparation of tea, sterilising toys/equipment, hoovering etc. Work alongside Nursery Officers to ensure that appropriate paperwork/records are completed/maintained, e.g. planning, observations, development files, care sheets, nappy changing, signing in & out, invoice checklists, health & safety checks, accident, incident, observation & medication record sheets etc.</p> <p>Skills needed – Hardworking, dedicated and motivated Good communication skills Flexible and A team player Caring and Patient, Trustworthy, Responsible</p> <p>Requirements – Ideally Maths and English grades 3/4.</p> <p>Hours – Monday to Friday 40 hours</p>
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<p>Sheffield S9</p>	<p>Sales and Business Apprentice</p> <p>VAC2020102229</p>	<p>Level 3 Business Admin Apprentice for a successful and growing machining business.</p> <p>Responsibilities - Based in the sales office doing a range of admin duties working under the Sales Manager Answering phone, Preparing quotes Getting material prices, Filing, Answering Emails Answering customer enquiries, Tracking orders, Booking couriers</p> <p>Skills needed – Good communication Attention to detail The ability to follow instructions is paramount A good level of fitness Team working skills Reliability Methodical Listening</p> <p>Requirements – Ideally Maths and English grades 3/4.</p> <p>Hours – 70 hours placement over a two week placement, general office hours</p>
<p>Sheffield S9</p>	<p>Ecommerce and Business Admin</p> <p>VAC2020102230</p>	<p>Ecommerce and Business Admin Apprentice for a successful and growing machining business.</p> <p>Responsibilities - Will be working in Ecommerce department/Customer services</p>

		<p>Answering phone, Preparing quotes, Getting material prices Filing, Answering Emails, Answering customer enquiries Tracking</p> <p>Skills needed – Good communication Attention to detail The ability to follow instructions is paramount A good level of fitness Team working skills Reliability Methodical Listening</p> <p>Requirements – Ideally Maths and English grades 3/4. Hours – 70 hours placement over a two week placement, general office hours</p>
<p>Sheffield City Centre</p>	<p>Traineeship in Digital Marketing</p> <p>VAC2020102234</p>	<p>You will play a key role in supporting the delivery of digital marketing within a fast-growing digital marketing agency.</p> <p>Working within a small team you will be adaptable to the needs of the business and sensitive to the delicate timings of campaigns and product launches.</p> <p>In return, you will get hands-on experience crafting and delivering marketing campaigns for businesses of all sizes while working on industry-leading software in the process. At the end of the apprenticeship, retention/glowing references are available for the right candidate. You will also work within Content Creation, Optimisation, and Research</p> <p>Skills needed – Desire for self-development Positive 'can-do' attitude (good vibes only)</p>



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		<p>Ability to work to deadlines Ability to follow a brief Communication - verbal, email and via project management tools Digital Native - competence in Google Docs, Sheets and Gmail</p> <p>Requirements – Ideally Maths and English grades 3/4.</p> <p>Hours – 70 hours placement over a two week placement, general office hours</p>
<p>Dore, Sheffield</p>	<p>Nursery Assistant VAC2020102241</p>	<p>Responsibilities - Have an understanding of child development & ensure that the children's physical, emotional, social & intellectual needs are met Work in conjunction with Nursery Officers to provide activities which are age & stage-appropriate Assist Nursery Officers in planning, assessing & recording children's development using relevant guidelines & frameworks Take responsibility for the children placed in your care Be aware of all aspects of safety & security within the nursery Share in the supporting & liaising with parents/carers Provide a role model for children attending the nursery Be aware of the additional needs of some children - work alongside Nursery Officers to ensure full integration within the nursery Support & liaise with all staff members - engage in good team practices Undertake certain domestic jobs, e.g. preparation of tea, sterilising toys/equipment, hoovering etc. Work alongside Nursery Officers to ensure that appropriate paperwork/records are completed/maintained, e.g. planning, observations, development files, care sheets, nappy changing, signing in & out, invoice checklists, health & safety checks, accident, incident, observation & medication record sheets etc.</p> <p>Skills needed – Hardworking, dedicated and motivated</p>



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		<p>Good communication skills Flexible and A team player Caring and Patient, Trustworthy, Responsible Requirements – Ideally Maths and English grades 3/4. Hours – Monday to Friday 40 hours</p>
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