

Beat the Competition...Into the World of Work

Code	Company Name	Website	Type of Opportunity	Duration	Job Title	Job Specification	Candidate Experience Required	Candidate Skills Required	Other Notes	Location
AP1	The Waterhouse Group	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Trainee Recruitment Consultant	You will be expected to search the database, online job boards and Professional Networking sites and identify a shortlist of suitable candidates. The MAT will constantly give advice on what to look for and where to focus your search. After identifying a list you will make initial contact via the phone.	GCSEs or equivalent preferred but not required	Standard Computer skills (Outlook, Word, Excel). Knowledge of social networking sites such as Facebook and Twitter etc.	£135 per week	Watford
AP2	FMC Ltd	www.jt.co.uk	Apprenticeship	Min 12 months ongoing contract (opportunity to progress within the company)	CPD Account Executive	We are looking for somebody to join our Telemarketing team. Your role will require you to make several phone calls on a daily basis to identify new business opportunities.	GCSEs or equivalent preferred but not required	Competent with MS Office suite. Strong verbal and written communication skills.	£200 per week + commission (5% of all sales made).	Radlett
AP3	The Resource Centre	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Apprentice Telemarketing Executive	Sourcing information from the internet and directories. Making phone calls to generate business. Database entry and administration. Help with marketing such as social media, mail-shots etc.	GCSEs or equivalent preferred but not required	Good communication skills. Clear and confident voice. Good IT skills.	£201.75 per week	Ware
AP4	Sensible Staffing Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Recruitment Resourcer	Advertising job vacancies. Matching candidates to vacancies and forwarding their CV's and details onto clients. Contacting prospective candidates. Build and maintain relationships with candidates. Interviewing and pre-screening candidates. Database management.	GCSEs or equivalent preferred but not required	IT literate with the ability to pick up bespoke software packages efficiently. Excellent telephone manner	£150 per week	New Barnet
AP5	The Dream Lodge Group	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Telesales Executive	Receiving incoming enquiries from customers interested in buying a luxury lodge. Responding to requests for further information. To proactively generate own leads wherever possible. Utilizing ACT (CRM database) to log all customer information	GCSEs or equivalent preferred but not required	Confident and polite telephone manner	£192 per week	Sawbridgeworth
AP6	The Dream Lodge Group	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Holiday Consultant	Assist the Holiday Sales Manager in setting up welcome packs for holiday customers. Receive incoming enquiries from customers. Ensure that all paperwork is complete and accurate and maintain a filing system. Resolve customer concerns and queries. Sending out confirmation of booking details to customers.	GCSEs or equivalent preferred but not required	An excellent telephone manner. Excellent written English. Intermediate – advanced Microsoft Office skills.	£192 per week	Sawbridgeworth
AP7	Hillyards Estate Agents	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Trainee Sales Negotiator	They are looking for a confident person to be their new Sales Negotiator.	GCSEs or equivalent preferred but not required	Excellent telephone manner. Great questioning skills. Computer literate.	£107 per week	Aylesbury
AP8	Shian Housing Association Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Administration Apprentice	Starting salary between 8-10,000 pa depending on experience, 5% bonus applied based on performance and development.	GCSEs or equivalent preferred but not required	Excellent customer service skills and looking for long term career	£153 per week with additional bonus of up to 5% salary! (Starting salary will be between £8,000 - £10,000 based on experience)	Greater London
AP9	Country Properties (Baldock)	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Junior Lettings Consultant	Generating & arranging appointments for prospective purchasers and tenants. Accompanying viewings. Obtaining & delivering feedback to clients verbally & by email. Handling new enquiries/registrations from websites. Greeting visitors to the office and assisting with their requirements. Organising and keeping the office window and screen up to date.	GCSEs or equivalent preferred but not required	Good IT Skills, experience using Microsoft Word and Excel. Good telephone manner.	£192	Baldock
AP10	Country Properties (Knebworth)	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Trainee Sales Negotiator	You will be working alongside two highly experienced colleagues who will be able to share their valuable knowledge with you to help you develop your skills. As this is a relatively small branch it is an excellent chance for you to take on several responsibilities at an early stage of your career enhancing your chances of fast progression. The main purpose of your role will be to sell and rent properties in the North Herts area.	GCSEs or equivalent preferred but not required	Driving license and car essential. Strong IT skills. Strong communication skills. Ability to persuade and negotiate.	£192 per week (The starting salary will range between £10k - £12k per year and commission will be available based on performance)	Knebworth

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AP11	Arcam Resources	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Trainee Recruitment Assistant	This is an ideal position for someone with some prior experience and interest in Customer Service & Sales. Candidates will require strong communication skills and have the ability to deliver excellent customer service to clients at all times. You will be confident on the telephone and be interested in helping to promote the company and its services to potential clients.	GCSEs or equivalent preferred but not required	Good ICT skills, knowledge of Microsoft Office software. Excellent communication skills – written and verbal. Good telephone manner.	£150 per week	Ware
AP12	Pioneer Selection Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Recruitment Resourcer Apprentice	To source vacancies, by utilizing the company database and own initiative. To assist the Directors, FLM, or Consultants in successfully placing the vacancies. To place adverts written by the consultants, or Resourcer on to various web sites as instructed. To download or print off the CV's from the shortlist. Where appropriate, to call suitable applicants from the shortlist and confirm their availability for new roles.	GCSEs or equivalent preferred but not required	Excellent telephone manner. Great questioning skills. Computer literate, with the ability to pick things up quickly. Excellent grammar	£150 per week	Borehamwood
AP13	Signature Estates	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Sales Negotiator	They want the person they are investing in to be within the company longer term so for the right person this could offer a long term career.	GCSEs or equivalent preferred but not required	You will sometimes be working outside of the office environment either showing customers around properties or leaflet dropping to prospective properties so you need to be comfortable in doing this	£105 per week	Watford
AP14	The Family Opticians	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Administration Apprentice	£112.50 with a view to a pay-rise should the candidate be performing. For the right candidate this could offer a permanent role as the business is getting busier.	GCSEs or equivalent preferred but not required	Excellent customer service skills	£112.50 per week	Bishops Stortford
AP15	Imperial Staff Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Receptionist/Administrator	This is a boutique recruitment agency who have been in business for 17 years and are doing exceptionally well. For the right person this role offers a long term career prospect.	GCSEs or equivalent preferred but not required	This role involves being the face of the business for visitors, you must be able to be polite, presentable and professional at all times.	£182 per week	Central London
AP16	Imperial Staff Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Administrator/Junior Consultant	Faxing, Filing and photocopying. Answering the telephone and transferring calls. Acting as the first point of contact for any of the sales representatives enquiries. Sending out any information to customers. Aiding with invoicing. Any other general ad hoc administrative duties as and when required.	GCSEs or equivalent preferred but not required	Excellent Telephone manner, Able to converse with a range of people. Very welcoming to any visitors to the business. Motivated and ambitious. Helpful with a supportive nature. Excellent negotiation skills. Computer literate.	£182 per week	Central London
AP17	Intelligent Outsourcing Solutions Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Telemarketing Apprentice	This is an exciting time to be joining the company as they are expanding. This role could offer a longer term progressive position for the right candidate.	GCSEs or equivalent preferred but not required	This role will involve spending lots of time on the telephone speaking to prospective clients.	£175 per week	Bishops Stortford
AP18	Greener Marketing Solutions Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Administration Apprentice	Faxing, Filing and photocopying. Answering the telephone and transferring calls. Acting as the first point of contact for any of the sales representatives enquiries. Sending out any information to customers. Aiding with invoicing. Any other general ad hoc administrative duties as and when required.	GCSEs or equivalent preferred but not required	Excellent telephone manner. Excellent grammar. Highly organised.	£150 per week	Milton Keynes
AP19	The White Hart Hotel	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Hotel Receptionist	To assist guests and staff in all front office related areas in an efficient, courteous and professional manner that maintains high standards of service and hospitality	GCSEs or equivalent preferred but not required	Excellent spelling and grammar. Excellent IT skills. Excellent attention to customer service.	£165 per week	Welwyn Garden City
AP20	Beaufort Securities Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	New Account Executive	A very real opportunity to progress into the role of a trainee Stockbroker in The City of London. In addition to the Apprenticeship there will be several other development opportunities afforded to you.	GCSEs or equivalent preferred but not required	Most of the day will be spent on the telephone - calling leads, long hours.	£200 per week (First year OTE £20,000)	Greater London
AP21	Atom Services Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Recruitment Administrator	This is an expanding business who that has limited admin support at present and needs somebody in place long term.	GCSEs or equivalent preferred but not required	Telephone work liaising with contractors, you must be confident in conversing with a diverse range of people.	£250 per week	Barking

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AP22	The Therapy Box	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Administrator	The ability to prioritise	GCSEs or equivalent preferred but not required	This role will sometimes involve working additional hours in order to get the job done, you must be flexible in doing this.	£225 per week	Greater London
AP23	Palm Mason	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Junior PA	Palm Mason is a very successful recruitment business which is rapidly expanding and will have space in the business long term for this person.	GCSEs or equivalent preferred but not required	Bubbly and friendly, Results driven, Tenacious	£269 per week	Greater London
AP24	Supervision Assured Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Telesales Executive	The company is restructuring so for the right person this could offer a long term career.	GCSEs or equivalent preferred but not required	Excellent telephone manner, Able to communicate with a range of people effectively, Self-sufficient with a natural flair for sales, IT literate	£153 per week	Watford
AP25	Praemium (UK) Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Business Administrator	This is a full time role for somebody to commence as soon as possible. Your main role will be to support a busy team with their general administration.	GCSEs or equivalent preferred but not required	Highly organised with the ability to prioritise, IT literate with excellent grammar	£192 per week	London
AP26	Atom Services Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Telesales Executive	This role is both varied and ever changing so they are looking for somebody who will relish in being challenged.	GCSEs or equivalent preferred but not required	Naturally able to sell over the telephone, Strong attention to detail, Highly organised and efficient	£ 342 per week	Barking
AP27	Link Up Estate Agency	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Administrator	Looking for a general office administrator to pick up all the little bits and bobs around the office. The role is initially on a 30hour week, but this is subject to change for busier periods when work load increases.	GCSEs or equivalent preferred but not required	Highly organised with the ability to prioritise, IT literate with excellent grammar	£79.50 per week	Uxbridge
AP28	Quality Tutors	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Administrator	Receptionist required for a busy office to meet and greet clients/visitors to the office and to assist in general office duties. Answering the telephone with a professional and pleasant manner to ensure that the caller is dealt with accurately and effectively. Dealing with enquiries and complaints from customers by phone, fax or email.	GCSEs or equivalent preferred but not required	Excellent IT skills, Excellent grammar, Highly organised with a can do attitude, Strong attention to detail, Able to prioritise in a busy environment	£100 per week	Stevenage
AP29	City & Urban Shoreditch	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Lettings Junior	The intention is for this role to develop into a long-term career opportunity based on your performance working for a high-end central London Estate Agency.	GCSEs or equivalent preferred but not required	Good level of English and looking for a career in Sales.	£138.50 per week	Shoreditch
AP30	Cityscape Recruitment	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Resourcer	This is an excellent opportunity for confident and ambitious young people to join a rapidly expanding recruitment company.	GCSEs or equivalent preferred but not required	Successful applicants will ideally have some experience of recruitment or a sales based environment. You will demonstrate the ability to interact with business professionals in a courteous and articulate manner.	£192 per week (Work toward Senior Consultant running client accounts, earnings up to £100,000 OTE)	Rickmansworth
AP31	Home Estates Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Sales Administrator	Looking for somebody to do both their telesales and administrative support.	GCSEs or equivalent preferred but not required	Self-motivated with the ability to work on your own initiative. Highly organised with a can do attitude, Excellent IT skills, Flexible in your approach to work.	£107 per week	Bedford
AP32	Fresh Talents Ltd	www.jt.co.uk	Apprenticeship	Minimum 12 months ongoing contract (opportunity to progress within the company)	Junior PA	This role will primarily be from their rented Business centre pod in the Milton Keynes Regus but sometimes the learner will be out and about with the company director working from the events she is running, all of which are MK based.	GCSEs or equivalent preferred but not required	Confident in conversing with a range of people including youths and parents, Excellent grammar, Excellent IT skills, Excellent communication skills.	£80.40 per week	Milton Keynes

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WE33	Barnes & Partners	www.barnesandpartners.com	Work Experience	TBC	Office Assistant	Answering phones, photocopying, filing, dealing with post to provide a general introduction to the office environment.	No	Confidence, good telephone and communication skills, IT Skills, able to work on own initiative, team player.	This is an opportunity for an introduction into the legal services industry with potential for future employment	Stevenage (btc)
FTJ34	Charity Checkout	www.charitycheckout.co.uk	Job	Full Time	Graduate Sales Executive	This is an exciting opportunity for a graduate to progress their career by joining an award-winning social enterprise, operating in the online payments and charity sector. As a Sales Executive you will be working mainly on the telephone and via email, within a friendly office environment. You will be responsible for maximising the sales of their service to potential UK charity customers.	Excellent, refined communication skills and telephone manner. Ability to build rapport and relationships early, using a consultative selling style. Highly customer focused, professional and sales driven. Self-motivated, resilient. Driven and results orientated. Keen to work within a close-knit team. Previous sales experience preferred, but not essential.	MS Word	Basic Salary to £20k-£30k pa realistic. Monthly commission. Commission on every sale. The prospect and opportunity of progressing to Sales Manager within two years. £50 on your birthday (after 3 months service).	Stevenage (btc)
WE35	Manakedi Skincare	www.manakedi.co.uk	Work Experience	TBC	Web Designer	To support the design of website for skincare products.	Marketing, designing wall charts and logos would be helpful	IT skills	Student is free to do the work from home as part-time or whenever required.	Stevenage (Chells)
FTJ36	Kanegrade	www.kanegrade.com	Job	Full Time	Enquiries Assistant (Overseas)	To arrange for samples/prices and specs.	Not specified	Not specified	None	Stevenage (Caxton Way)
FTJ37	beststart HUMAN RESOURCES Limited	www.beststartHR.com	Job	6 Months	Operations Analyst	To conduct analysis and provide a range of management information to aid the Directors' decision making and facilitate business development and growth.	Not specified	Not specified	None	Stevenage (Arlington Business Park)
WE38	Ibis Stevenage Centre	www.fairviewhotels.com	Work Experience	1 week	Restaurant Assistant	Restaurant assistant role required for busy restaurant. The successful candidate will be taking orders for food and drink, handling cash and payment transactions and will interact with customers of the restaurant. Excellent customer service skills a must.	Customer service, basic math, cash handling, knowledge of drinks and food	Not specified	None	Stevenage (Town Centre)
VO39	Service User Engagement Manager	www.pohwer.net	Volunteer Work	TBA	Admin Assistant	Working with the Grant and Fundraising Manager looking at local and national fundraising, working within the Finance Department with basic finance tasks to working with our qualified advocates supporting clients with their issues.	Not specified	Not specified	None	Stevenage (Primett Rd)
PTJ40	My Incubator Ventures	www.miventures.co.uk	Job	Part Time	Support role	This role will be giving support to the project manager in completing day to day tasks such as compiling and creating news feeds / adding content to website / actively using many social media platforms / answering calls / taking enquiries and helping clients with specific tasks. This role is a new one and therefore the actual specifics may be adapted as time goes on.	Good to have social knowledge and understanding of IT / People skills	IT / Knowledge of Social media / Ability to communicate clearly with partners	None	Stevenage (btc)
FTJ41	LessTax2Pay	www.lesstax2pay.com	Job	Full Time	Telesales Assistant	Meet required volumes and standards of calls. Generate Leads, Maintain best standards with all clients. Assess and direct enquiries to relevant teams/individuals. Assess and direct enquiries to relevant teams/individuals. Identify and pursue cross-selling, up-selling and similar opportunities. Utilise all leads provided to you by the company and develop new and efficient ways to increase the quote volume.	This is a telesales role so previous experience would be an advantage.	We are looking for appointment bookers and lead generators	This is a great company that will offer stability and long term career progression	Stevenage (Meadway Corporate Centre)
FTJ42	Boots	http://www.boots.jobs	Job	Full Time	Customer Assistant	Whether it is helping customers, serving on the tills, or restocking shelves, you'll deliver a first class shopping experience to all of our customers that will have them wanting to visit our store again and again.	Not specified	Not specified	None	Hatfield
FTJ43	Boots	http://www.boots.jobs	Job	Full Time	Accuracy Checking Technician	You'll use professional knowledge and insights to really please our customers. The customer care you provide means all customers leave the store happy, and come back time and again. You'll provide the information our customers need to make the best choices of products and services, and resolve queries, referring to the Pharmacist when necessary.	Not specified	Not specified	None	Hatfield (other posts in St Albans, Welwyn Garden City and Watford)

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PTJ44	Boots	http://www.boots.jobs	Job	Part Time	Assistant Manager	Our Assistant Managers lead and inspire their team to put customers first. They spend time on the sales floor living and demonstrating exemplar customer care, passion for product and sales. They are fastidious about high standards and encourage this approach in others. They are close to their business, the guardians of the store's profitability and have an eye for the finest detail, so they can identify every opportunity that presents itself and more.	Not specified	Not specified	They use their own unique style to engage their team in their plans and provide them with clarity and focus to enable them to deliver it. They coach and train colleagues to ensure a climate of continuous learning and improvement. Above all, they are people, people. They love working with their colleagues, developing great relationships - all to benefit customers.	Watford
PTJ45	Boots	http://www.boots.jobs	Job	Part Time	No7 Advisor	The No7 brand is incredibly important to Boots. Our Advisors are passionate about our customers, helping them to look and feel better than they ever thought possible.	Not specified	Not specified	None	Watford
PTJ46	Boots	http://www.boots.jobs	Job	Part Time	No7 Advisor	As a No7 Advisor you are an ambassador for the brand, demonstrating and talking about our products; offering advice to customers and showing them why No7 is so special. You will provide a first class shopping experience, making sure that our customers always come back.	Not specified	Not specified	None	Watford
WP47	On Behalf of Wenta	www.wenta.co.uk/paid-work-placements	Placement	6 months	Facilities Management Administrator	Reporting to the Managing director, you will provide support to the business in its facilities management activities. Prepare cost estimates, liaise with site staff, assist with contract administration, establish good relations with suppliers, maintain records and contract files.	Not specified	Educated to degree level with a technical background. Understanding of Building Services/Facilities Management and/or Property Surveyor. Must be ambitious with good IT skills.	You will be a graduate from a UK university from 2008 onwards. The successful applicant will receive a training allowance of £217 per week exempt from tax and national insurance.	Knebworth
WP48	On Behalf of Wenta	www.wenta.co.uk/paid-work-placements	Placement	6 months	Technical Sales Placement	To provide technical, pre sales advice to clients, provide quotes to clients. After initial training will have the opportunity to become a consultant to some of the biggest, most prestigious names in the electronics and lighting industries.	Educated to degree level in a technical subject	Educated to degree level in a technical subject ideally Mechanical or Electrical Engineering. Must be technically competent, excellent interpersonal skills, strong work ethic and confident IT skills.	You will be a graduate from a UK university from 2008 onwards. The successful applicant will receive a training allowance of £217 per week which will be exempt from tax and national insurance.	Milton Keynes
WP49	On Behalf of Wenta	www.wenta.co.uk/paid-work-placements	Placement	8-12 weeks	Mechanical Engineering Placement	The placement will focus on some product developments that our client have been considering and will entail designing and then building prototypes of new systems. They hope that the successful applicant will create an enhanced range of equipment that they can market. This will be a director led project with a small team of engineers. As a small business they make decisions quickly, and would expect to see some machinery built by the end of the placement	Educated to degree level in Mechanical Engineering	Educated to degree level in Mechanical Engineering. Must have CAD skills, problem solving skills.	You will be a graduate/undergraduate from a UK university from 2008 onwards. The successful applicant will receive a training allowance of £217 per week which will be exempt from tax and national insurance.	Welwyn Garden City
WP50	On Behalf of Wenta	www.wenta.co.uk/paid-work-placements	Placement	6 months	Social Media and Project Support Officer	Our client is looking to recruit a graduate for a 24 week project to assist new start up businesses in creating promotional material in various market sectors. They will also be working on an internal project audit. The successful candidate will be working in a busy office dealing with all administrative duties for a DWP contract. Using Social Media, creating 'Good News' stories and helping clients to create websites and understand social media	Educated to degree level	Strong IT skills Knowledge and experience of Social Media Marketing MS Publisher Website construction (although basic training can be given)	You will be a graduate/undergraduate from a UK university from 2008 onwards. The successful applicant will receive a training allowance of £217 per week which will be exempt from tax and national insurance.	Watford
WP51	On Behalf of Wenta	www.wenta.co.uk/paid-work-placements	Placement	8-12 weeks	Sales Executive	This is primarily a telephone-based role. The objective is not so much to sell the group's services directly over the phone as to generate leads and help build business relationships. Sales training and support will be provided, in the office, by our lead sales trainer.	Educated to degree level	Ideal candidates will be looking for a career in sales, will have an excellent telephone manner and interpersonal skills, and will also have an eye for detail. Good writing skills preferred. Relevant previous experience advantageous but not required.	You will be a graduate/undergraduate from a UK University from 2008 onwards. The successful applicant will receive a training allowance of £217 per week which will be exempt from tax and national insurance.	Harpenden
PTJ52	Next	http://careers.next.co.uk/retail/vacancydetails185027.aspx	Job	Part Time	Sales Consultant (Flexi Department)	To work as part of the sales team providing excellent customer service	Previous retail experience or experience working with the public (if a school leaver, work experience is desirable). A Flexible approach to working hours i.e. able to work reasonable additional hours at various times in line with the needs of the business.	Able to communicate clearly and confidently with the public and use own initiative.	£5.08 - £6.21 p/h	Stevenage (Forum)
FTJ53	Next	http://careers.next.co.uk/retail/RetailVacanciesByStoreNumber0383.aspx?l=0	Job	Summer temp	Summer Sales Temp	To work as part of the store team providing excellent customer service on the sales floor and working as part of delivery team in order to ensure all stock is tagged, size cubed and stored in the correct place.	Previous retail experience or experience working with the public	Able to communicate clearly and confidently with the public. Able to use own initiative	£5.08 - £6.21 p/h	Milton Keynes Silbury
FTJ54	Hobbycraft	http://www.apointplus.com/hobbycraft/applicant/AppS1.aspx?ev=0&id=1317	Job	Maternity cover	Team Leader	You will be responsible for supporting the Management Team to ensure the profitable and efficient operation of the store.	A minimum of 2 years previous retail experience is essential (managerial or supervisory roles will be advantageous)	You must be passionate about craft and be able to demonstrate at least one craft to a high standard	£7.28 per hour	Stevenage

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PTJ55	Stevenage Borough Council	http://www.stevenage.gov.uk/lab-out-the-council/careers/vacancies/9128/	Job	Part Time	General Assistant (Supported Housing)	To assist the Supported Housing Officers working in the sheltered housing schemes	None	Domestic Cleaning skills, good communication skills and able to drive	Contract until 31 March 2014 Salary £13,189 per annum - pro rata for 16 hours per week	Stevenage
FTJ56	Stevenage Borough Council	http://www.stevenage.gov.uk/lab-out-the-council/careers/vacancies/9124/	Job	Full time	Supported Housing Officer x2	To provide housing related support to residents living in sheltered housing and the community as well as the day to day management of our schemes.	Proven track record in this field	You will be accurate in your use of IT, able to work alone as well as part of a team, able to support residents in social activities and demonstrate a high level of sensitivity and understanding of the needs of residents, able to be liaise with other professionals and agencies. You must hold a full, clean driving licence and have use of your own vehicle with full business insurance.	Contract until 31 March 2014 Scale 4 Salary: £17,802 - £20,198 p.a. + Casual car user allowance Monday to Friday 37 hours per week (flexi time)	Stevenage
WPS7	Herts Care Providers Association	www.hcpa.info	Placement	Full Time	Care Cadet x 10	Working with people with learning and physical disabilities plus elderly care	Not specified	This role will suit someone who is committed, trustworthy, reliable, caring and a good team worker with excellent communication skills.	10 x work placement opportunities available £110.00 p/w plus the opportunity to be offered full time paid apprenticeships and paid employment contracts.	Stevenage, Letchworth Garden City
APS8	Quality Tutors	www.qualitytutors.co.uk	Apprenticeship	TBC	Receptionist	A receptionist required for busy office to meet and greet clients and undertake general office duties. Must be able to answer the telephone with a professional manner, take accurate messages, attend meetings when required and other ad-hoc office activities	5 GCSE's at grade A* TO C	This role will suit someone who is hard-working, determined and has great attention to detail. The ideal candidate will have a good knowledge of social media, Microsoft Office and good customer service	None	Stevenage (btc)
WPS9	Wenta	www.wenta.co.uk/paid-work-placements	Placement	12 - 24 weeks	Online Marketing Assistant	An Online Marketing Assistant required for a busy Marketing Team. The successful candidate will be responsible for updating and maintaining the company websites and intranet as well as other digital marketing activities.	Educated to degree level. Knowledge and experience utilising social media platforms. Design and web experience (i.e. Photoshop, HTML etc) would be an advantage but not essential.	Educated to degree level with excellent interpersonal skills required to build relationships with other departments, partners and suppliers. Excellent written communication skills and attention to detail. High computer literacy and a fast learner. Ability to work on set tasks within an agreed timeframe and to deadlines. A great team player.	You will be a graduate from a UK university from 2008 onwards. The successful applicant will receive a training allowance of £217 per week exempt from tax and national insurance.	Waford
AP60	The Garden Cafe		Apprenticeship	TBC	Food Preparation/ Service Apprentice	Advanced Level Apprenticeship	Not specified	Not specified	£95 per week	Hitchin
AP61	Mayden Croft Farm		Apprenticeship	TBC	Horticulture Apprentice x 2	Intermediate Level Apprenticeship	Not specified	Not specified	£145 per week	Hitchin
AP62	Switchshop Services Limited		Apprenticeship	TBC	Telesales Executive x 2	Intermediate Level Apprenticeship	Not specified	Not specified	£150 per week	Hitchin
AP63	Chancellors		Apprenticeship	TBC	Apprentice Accountant	Intermediate Level Apprenticeship	Not specified	Not specified	£175 per week	Hitchin
AP64	Norton Way Nissan		Apprenticeship	TBC	Apprentice Service Technician	Advanced Level Apprenticeship	Not specified	Not specified	£120 per week	Letchworth Garden City
AP65	Education & Youth Services Limited		Apprenticeship	TBC	Admin Coordinator	Intermediate Level Apprenticeship	Not specified	Not specified	£92.75 per week	Stevenage

To apply for any of these employment opportunities, please email your CV, along with details of the opportunity/opportunities - including code(s) - that you would like to apply for to education@wenta.co.uk

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AP66	Barclays PLC		Apprenticeship	TBC	Cashier (Stevenage)	Intermediate Level Apprenticeship	Not specified	Not specified	£32.75 per week	Stevenage
AP67	Education & Youth Services Limited		Apprenticeship	TBC	Tutor Assistant	Intermediate Level Apprenticeship	Not specified	Not specified	£32.75 per week	Stevenage
AP68	Quality Tutors		Apprenticeship	TBC	Receptionist/Customer Service Apprentice	Intermediate Level Apprenticeship	Not specified	Not specified	£39.75 per week	Stevenage
AP69	Mercedes-Benz		Apprenticeship	TBC	Apprentice Technician - Light Vehicle x 2	Advanced Level Apprenticeship	Not specified	Not specified	£106 per week	Stevenage
AP70	Careshield Ltd		Apprenticeship	TBC	Client Services Assistant	Intermediate Level Apprenticeship	Not specified	Not specified	£106 per week	Stevenage
AP71	Ken Brown Motors		Apprenticeship	TBC	Combined Service & Parts Advisor Apprentice	Advanced Level Apprenticeship	Not specified	Not specified	£106 per week	Stevenage
AP72	Gates Ltd		Apprenticeship	TBC	Masters Car Technician Apprenticeship	Intermediate Level Apprenticeship	Not specified	Not specified	£106 per week	Stevenage
AP73	BetFair		Apprenticeship	TBC	General Catering Assistant	Intermediate Level Apprenticeship	Not specified	Not specified	£106 per week	Stevenage
AP74	Aldi		Apprenticeship	TBC	Retail Apprentice	Intermediate Level Apprenticeship	Not specified	Not specified	£125 per week	Stevenage
AP75	Street Chartered Accountants		Apprenticeship	TBC	Accounts Apprentice	Intermediate Level Apprenticeship	Not specified	Not specified	£174.38 per week	Stevenage
AP76	Serviceline		Apprenticeship	TBC	Service Engineer	Intermediate Level Apprenticeship	Not specified	Not specified	£194.22 per week	Stevenage

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