

Plumbing Apprenticeship

Job Code: BW624

Location of Work: Brent

Contract Hours:

40 hours per week

Job Duties and Responsibilities:

A Plumbing Apprentice is required to join an established company working on exciting projects in the Wembley area. You'll work with a specified mentor to undertake plumbing, drainage and water supply jobs as requested.

- To undertake all plumbing and drainage jobs as requested, ensuring where possible work is completed on the first visit and to the appropriate service standard.
- To explain fully to policyholders what work is required, whether reinstatement is covered and what will happen next,
- To advise after the completion of each job the outcome and any recommendations including necessary required additional work.
- To use IPAD technology in line with the correct operating procedure and ensure all required paperwork is completed accurately.
- To undertake all works in accordance with company Health & Safety policy, including wearing the correct Personal protection equipment at all times and reporting all accidents or 'near misses' to the Senior Engineer/Coach or Area Manager.

Education / Experience:

- Hard working
- Adaptable
- Capable of working under pressure
- Eager to learn
- Enthusiastic
- Good communication skills both verbal and written
- Must be punctual
- Must be able to follow instruction of supervisor

Closing date: Friday 16th March 2018

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HA9 0FJ

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Electrical Apprenticeship

Location of Work: Brent

Contract Hours:
40 hours per week

Job Duties and Responsibilities:

- Installation of power, lighting, fire, security systems
- Preventative maintenance service
- Safety compliance checks
- Testing of systems
- Fault finding
- Strict compliance with latest health and safety standards
- Willing to wear PPE at all times

Education / Experience:

- Hard working
- Adaptable
- Capable of working under pressure
- Eager to learn
- Enthusiastic
- Good communication skills both verbal and written
- Must be punctual
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Dry Lining Apprentice

Location of Work: Brent

Contract Hours: 40 hours

Salary: £150 – £200 per week

Job Duties and Responsibilities:

Dry liners build internal walls in residential and commercial structures. They use plasterboard panels to reduce cost and weight and also to make the walls easier to move or remove.

As a dry liner, your work will involve a 'fixing' stage, followed by a 'finishing' stage.

At the 'fixing' stage, you will:

- Measure and cut plasterboard to the right sizes and angles
- Fix the panels to timber or metal frames (or ceiling joists) using special studs
- Cut panels to fit around doorways and create openings for windows

You will then 'finish' the walls by:

- Sealing joints using filler or adhesive
- Taping over the seal either by hand or with a taping machine
- Applying a thin layer of plaster over the tape (skimming)
- Sanding down the area ready for painting and decorating

Dry lining methods are used to hide wiring or pipes, improve a room's acoustics, and provide a cavity space for insulation or to smooth out uneven walls during renovation work. This role could be combined with traditional plastering or other types of work, for example sectioning off areas in open-plan offices

Education / Experience:

- Punctual
- Positive attitude to work and colleagues
- Practical ability and awareness of working safely
- A good head for heights and sense of balance
- Self-motivation and desire to learn
- Is both resilient and committed
- Good co-ordination skills and a methodical approach
- Is always looking to improve
- Enjoys being a team player

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Construction Operative Apprenticeship

Location of Work: Wembley

Contract Hours: Monday – Friday 08:00 – 18:00

Salary: £150 – £200 per week

Job Duties and Responsibilities:

To be a construction operative, you will need a good level of fitness, a basic knowledge of building methods and an understanding of the materials used in construction. At the start of a job, you will help to prepare the site, unload and store building materials and once the work gets underway, further duties could include:

- Ground working – marking out and digging shallow trenches for foundations
- Form working – putting up or dismantling the shuttering that holds the concrete in place
- Steel fixing – bending and fixing the bars used to reinforce concrete structures
- Steel piling – fixing steel sheets together to form temporary retaining walls for excavation work
- Concreting – layering and smoothing concrete for foundations, floors and beams
- Road working – concreting, laying kerbs, paving and re-surfacing

Education / Experience:

- Punctual
- Positive attitude to work and colleagues
- Practical ability and awareness of working safely
- Self-motivation and desire to learn
- Is both resilient and committed
- Good co-ordination skills and a methodical approach
- Is always looking to improve
- Enjoys being a team player

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Accounts Apprentice

Job Code: BW815

Location of Work: Edgware

Contract Hours: 37.5 hours (Monday- Friday 9.30am-6pm)

Salary: £125 a week

Job Duties and Responsibilities:

- Training on QuickBooks for checking and entering BMI team expenses and supplier invoices
- Creating invoices and receipts in QuickBooks for clients based on customer orders, issuing statements, chasing payments by email, post and occasional phone follow-up
- Bank Reconciliation where necessary
- VAT preparation
- Extensive use of Microsoft Excel for generating in-house reports
- Regular phone contact with clients
- Help prepare financial information and ensure the accuracy of financial data.
- Check records for accuracy, ensuring activities are carried out in accordance with agreed procedures.
- Working as part of a flexible team in the finance department
- Using Sage Pay to process client credit card payments
- Input petty cash transactions to general ledger

Education / Experience:

- A minimum of 5 GCSE's C and above Including Maths and English (or equivalents)
- Willingness to progress onto the level 4 AAT
- Computer Literate
- Organisation
- Team player
- Efficient
- Honesty
- Good work ethic
- Determination
- Ability to work under pressure

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Administration Assistant (Supercar Showroom)

Job Code: BW821

Location of Work: Uxbridge

Contract Hours: Monday to Friday 9am – 6pm (one hour for lunch)

Salary: £3.50p/h

Qualification: Level 2 Business Administration

Job Duties and Responsibilities:

- Being the first point of contact for customers both over the phone and in person
- Organising, monitoring and updating the GVE CRM system
- Design and implementation of office policies by establishing standards and procedures.
- Assistance in the marketing aspect of the business e.g. PR, dealing with magazines, helping organise events etc.
- Ad-hoc PA responsibilities for the MD including managing his diary, helping organise meetings etc

Skills and experience

- You will be a dynamic and confident individual with excellent interpersonal, organisational, written and analytical skills.
- You will be working in a small team and will be required to be self-motivated and frequently using your own initiative without the need to be micro-managed.
- A good level of competency in MS Word and Outlook is absolutely essential, you would also need to be very comfortable with using spreadsheets.
- You will be reliable, hard-working and punctual. You will thrive on working to tight deadlines and will be able to multi-task without losing sight of priorities.
- You will be comfortable speaking over the phone in a professional manner and will have the ability to build professional working relationships.
- Marketing experience would be beneficial but not essential.
- You will be confident and assertive when setting tasks for other staff.
- You must be fully eligible to work in the UK for a minimum of 5 years.

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Administration Assistant (Finance Lender)

Job Code: BW822

Location of Work: Swiss Cottage

Contract Hours: Monday to Friday 9.30am – 5.30pm

Salary: £20,000 per annum

Qualification: Level 3 Business Administration

Job Duties and Responsibilities:

- Greeting clients and answering the telephone.
- Dealing with telephone and email enquiries.
- Scheduling daily activities for the managers; planning and scheduling meetings, conferences, teleconferences, and travel.
- Creating and maintaining filing systems.
- Inputting and/or formatting letters and documents; collecting information; sending and receiving telecommunications; completing expense reports.
- Prepares reports by collecting, analysing, and summarising information and trends
- Checking on and monitoring inventory levels; anticipating needs; placing and expediting inventory replenishment and allocation; verifying receipt of inventory.
- Photocopying and printing.
- Maintains quality service by following organisation standards.
- Other general administrative tasks.

Skills and experience

- Excellent IT skills
- A-levels grades A-D
- Administrative Writing Skills
- Good communication and organisational skills
- Confident user of various computer packages (Word, Excel, Powerpoint)
- Previous experience in a financial services/property finance industry is preferable

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