



Latest Jobs & Apprenticeships

Thursday 29th August 2019



Upholsterer

Job Code: BW110

Location of Work: Park Royal

Contract Hours: Monday-Friday (Includes occasional weekends)

Salary: £22,000 - £28,000 p/a depending on experience

A rapidly growing and award-winning office furniture remanufacturing company based in west London, is seeking a full-time permanent experienced Upholsterer to work in our workshop. Your principal duties will be reupholstering high quality used modern office furniture to as-new condition, and upholstering soft furniture. This role offers plenty of variety because we reupholster most high end brands soft and task seating. For example, Orangebox, Herman Miller, Vitra. We have a great team of talented staff who are very good at their jobs who respect and support each other; you will become part of this supportive system. To be chosen for this role, you will be reliable and hardworking, with a flexible can-do attitude. And share our interest in recycling and reducing waste.

Job Duties and Responsibilities:

- Working in our dedicated upholstery studio, your key responsibilities will include:
- We are looking for an energetic, hand-on person with good attention to detail.
- Reupholstering
- Cutting, sewing and fitting
- Refoaming
- Keeping track of fabric and tool inventory
- Ensuring all reupholstering is completed ahead of in time in readiness for office installs
- On occasion, you may also attend client sites to assist with office installations.

Skills and experience

- Experience and trained in upholstering essential
- Be passionate about producing high quality work
- Be known for getting things done – and doing them properly
- Focus on the details – attention to detail is vital for our reputation
- Be a practical problem-solver
- Be well-presented and polite and considerate of others
- Eligible to work in the UK essential
- Can demonstrate in-depth knowledge of upholstering
- Previous experience in upholstering office furniture desirable

If you are an experienced driver and would like to assist with driving our Luton van, there will be opportunity to drive to client sites for installations or picking up goods from other sites

Closing date: 12 September 2019

Please e-mail a targeted CV & registration form to
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Architect/Interior Designer

Job Code: BW111

Location of Work: Park Royal

Contract Hours: Monday-Friday (Includes occasional weekends)

Salary: £30,000 - £35,000 p/a depending on experience

A sustainable design and furnish company based in west London, is seeking a mid-level Architect/Interior Designer, who shares their passion for creating beautiful, sustainable and affordable offices. You may be an Interior Designer, Interior Architect, Architect or have a similar background with the ability to take a project from first client meeting through to completion.

Job Duties and Responsibilities:

- Overseeing the entire design and installation of each project from concept to completion, working with our passionate procurement, remanufacturing and installation teams
- Managing the client relationship including:
 - initial meetings with prospective clients
 - understanding client requirements
 - presenting design ideas and graciously incorporating client feedback
 - working collaboratively with clients to design their offices and articulate the designs in drawings in mood boards
 - writing proposals, including FFE schedules and pricing
 - on-site project management
- Creating drawings on Sketchup/similar
- Selecting colours and fabrics
- Working with our Buyer to source furniture
- Overseeing the installation, which will be done by our skilled installations team
- Managing subcontractors
- Dealing with suppliers in conjunction with our Buyer
- Managing multiple projects in parallel
- Representing the business at events and promoting its services to generate new enquiries. Note that we do not sell what we do – instead we educate clients and they choose us due to our strong value proposition.



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The successful candidate will be:

- Passionate about creating a more sustainable world
- Outgoing and comfortable bringing in new clients by educating them about our compelling offering
- Well organised, able to work on multiple projects in parallel while using a structured approach to deliver on every promise
- Commercially astute with strong attention to detail
- Practical and creative, and understands how furniture, flooring, colours and fabrics interact to bring a vision to fruition
- Confident communicator, comfortable interacting with clients and explaining the logic behind a design
- At ease working with clients from different sectors such as government, commercial and not-for-profit
- Able to meet with prospective and new clients across the UK

Skills and experience

- A degree or Masters in Interior Design, Interior Architecture or Architecture
- A minimum of 6 years post-graduate experience
- Proficiency in MS Office with high competence in drawing software
- Excellent verbal and written communication skills
- Flexibility to work on occasional weekends and public holidays as required to meet commercial and client needs.
- A current UK driving license and willingness to travel (site visits, meetings etc)
- We expect that this role would suit someone with at least 6 years of commercial design experience. And ideally proven experience of successfully introducing and creating beautiful, sustainable offices.

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Online Sales Executive

Job Code: BW112

Location of Work: Park Royal

Contract Hours: Monday-Friday (Includes occasional weekends)

Salary: £22,000 - £28,000 p/a depending on experience

A rapidly growing and award-winning office furniture company based in west London, is looking for an E-Commerce Salesperson who can set up and manage their online retail shop function and associated activities and relationships. As this business grows you will have promotion opportunities within our fast-growing company.

Job Duties and Responsibilities:

- Web management of store
- Liaising with suppliers
- Listing products and tracking of sales all the way through to preparing orders and dispatch
- Dealing with customer enquiries both online and via telephone
- Taking payments
- Managing returns
- Liaising with colleagues internally for detailed product information and pricing
- Tracking and reporting sales

Attributes (you must have all of these):

- Experience setting up and running an online shop.
- Passion for creating a more sustainable world
- Strong customer service ethic
- Outgoing and friendly
- Good interpersonal skills
- Excellent written English
- Attention to detail
- Entrepreneurial
- Enthusiasm and aptitude for working in a fast-paced environment
- Self-directed, able to work independently
- Interest in furniture
- Proficient in MS Office and Wordpress
- Well organised, able to multi-task using a structured approach to deliver on every promise



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Candidates with the following experience will be given priority, although these are not essential:

- Experience dealing directly with customers (e.g. working in retail)
- Inventory management experience
- Experience in the furniture sector

Closing date: 12 September 2019

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Handyman/Furniture Refrubisher Fitter

Job Code: BW113

Location of Work: Park Royal

Contract Hours: Monday-Friday (Includes occasional weekends)

Salary: £20,572 to £22,000 depending of experience

A rapidly growing and award-winning office furniture remanufacturing company based in west London, is seeking a full-time permanent Furniture Refurbisher Handyman to work in their workshop and at client sites. Your principal duties will be refurbishing high quality used furniture to as-new condition and installing furniture at client sites.

We have a great team of talented staff who are very good at their jobs who respect and support each other; you will become part of this supportive system.

This is an exciting opportunity for someone who wants variety of work, enjoys working with their hands, is a good team player and is also able to work independently, enjoys problem solving, and, most of all, takes pride in their work.

They are looking for an energetic, hand-on person with good attention to detail.

Job Duties and Responsibilities:

- Remanufacturing office furniture. This could include:
 - Resizing furniture, including cutting and finishing desk and table frames
 - Basic upholstery of modern office furniture
 - Resurfacing table frames and chair legs
 - Repairing and renovating pedestals, chairs and cabinets
- Installing furniture at client premises. This includes:
 - Loading and unloading furniture
 - Furniture installation at client premises
- Driving one of our Luton Vans to collect and deliver furniture.
 - Packing the van securely, minimising the movement of stock to avoid scratching or damage
 - Driving safely with a loaded van and arriving at your destination with the furniture looking 'as new' as when you loaded the van
- Managing inventory including:
 - storing inventory in accordance to our warehouse methodology
 - preparing orders for delivery, including palletising
 - record management of all inventory
 - using a pallet stacker to store and relocate inventory
- Keeping the workshop a clean and enjoyable place to work.

The role can be labour intensive, particularly when loading and unloading trucks/vans and performing office installations at client sites. Although our processes use lifting aids including an electric pedestrian pallet stacker, you will need to be comfortable lifting up to 15 kg repeatedly.

To be chosen for this role, you will be reliable and hardworking, with a flexible can-do attitude. And share our interest in recycling and reducing waste.



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Key attributes:

- Enjoy doing DIY projects and working with their hands
- Be passionate about producing high quality work
- Be known for getting things done – and doing them properly
- Focus on the details – attention to detail is vital for our reputation
- Be a practical problem-solver
- Willing to help colleagues in related tasks
- Be able to lift items up to 15kg, comfortably
- Able to work varied hours, which may include occasional weekend work (we provide time in lieu for weekend work)
- Be well-presented and polite and considerate of others

Required skills and qualifications:

- Experience and, ideally, trained in a related trade (e.g. carpentry, joining, fitting, furniture installation, plumbing, upholstery, painting)
- Willing and able to learn to use specialised tools, equipment and techniques in line with our remanufacturing techniques

Desirable (but not essential):

- Background in office furniture fitting
- Previous experience in furniture repair, cleaning or building trades
- Experienced driving a Luton van or truck, to help with driving the van to client site for installations or picking up goods from other sites

Essential:

- Eligible to work in the UK
 - A safe driver in possession of a full UK Drivers' Licence with limited penalty points
- Over 25 years of age for vehicle insurance purposes

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Experienced Upholsterer

Job Code: BW114

Location of Work: Park Royal

Contract Hours: Monday-Friday (Includes occasional weekends)

Salary: £30,000 to £32,000 depending of experience

A rapidly growing and award-winning office furniture remanufacturing company based in west London, is seeking a full-time permanent experienced Upholsterer to work in their workshop-

Your principal duties will be reupholstering high quality used modern office furniture to as-new condition, and upholstering soft furniture designed by the company.

This role offers plenty of variety because we reupholster most high end brands soft and task seating. For example, Orangebox, Herman Miller, Vitra.

We have a great team of talented staff who are very good at their jobs who respect and support each other; you will become part of this supportive system.

This is an exciting opportunity for someone who wants variety of work, enjoys working with their hands, is a good team player and is also able to work independently, enjoys problem solving, and, most of all, takes pride in their work.

They are looking for an energetic, hand-on person with good attention to detail.

Job Duties and Responsibilities:

- Reupholstering
 - Cutting, sewing and fitting
 - Refoaming
- Keeping track of fabric and tool inventory
- Ensuring all reupholstering is completed ahead of in time in readiness for office installs
- you will be reliable and hardworking, with a flexible can-do attitude.
- Share our interest in recycling and reducing waste.
- On occasion, you may also attend client sites to assist with office installations.

Key attributes:

- Be passionate about producing high quality work
- Be known for getting things done – and doing them properly
- Focus on the details – attention to detail is vital for our reputation
- Be a practical problem-solver
- Be well-presented and polite and considerate of others



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Required skills and qualifications:

- Experience and trained in upholstery
- Can demonstrate in-depth knowledge of upholstery

Desirable (but not essential):

- Previous experience in upholstery office furniture.
- If you are an experienced driver and would like to assist with driving our Luton van, there will be opportunity to drive to client sites for installations or picking up goods from other sites

Essential:

- Eligible to work in the UK

Closing date: 12 September 2019

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Store Supervisor

Job Code: BW929
Location of Work: Wembley Park
Contract Hours: Full time (rota basis including evenings & weekends)
Salary: Competitive
Number of roles: 1

A great opportunity to work in the vibrant London Designer Outlet, for a luxury fashion brand. As a Supervisor you will support the management team in ensuring that all sales targets and operational needs are met. You will be the key link between the business and its staff to ensure they are adequately trained and supported to deliver the perfect customer experience day after day.

Job Duties and Responsibilities:

- Assisting the management team in exceeding the profitability expectations for the store in sales
- Assisting the management team in exceeding all KPI targets
- Coordinating team members to provide the best possible balance of service and operations, resulting in a leading shopping experience
- Is a role model for customer service and boosts sales and Brand experience by using advanced sales techniques and appropriate elements of the Store customer service model
- Actively supervises and coordinates his/her team to ensure all customers receive personalised services
- Understands customer expectations and coaches the team to meet or exceed them at all times
- Allocates resources and organizes processes in order to drive efficiency and productivity in a variety of situations
- Tracks performance data (e.g., best sellers, space allocation, promotion events, etc.) and makes the necessary adjustments to drive productivity and efficiency
- Creates an appealing, easy-to-shop environment for customers by coordinating the team to consistently execute visual merchandising and housekeeping standards Opening and closing store when required.
- You will be visibly adhering to the rules and guidelines as expressed in the company hand book, and ensuring your team does the same.
- You will embody a Brand ambassador, consistently presenting a positive attitude toward the merchandise and the company
- Organise and or participate in store meetings, stock takes and other related functions
- Maintains a safe shopping and working environment by ensuring store's policies and procedures are complied with
- Assuming and completing other duties as assigned by management from time to time
- Working any additional hours as to the requirements of the job



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Requirements:

ESSENTIAL

- **Must possess a minimum of 12 months' experience in a senior sales/key holder position within a commercial-focused retail environment**
- Able to help maximize conversion and cross selling
- Knowledge of and passion for the luxury retail and the fashion industry
- Excellent communication, interpersonal and coaching skills
- Must have the ability to motivate a team to achieve and exceed sales targets
- Must be able to operate the business independently when required, whilst practising a fair play policy and constantly demonstrating ownership, professionalism and integrity
- Must be able to multi-task with solid organizational and time-management skills.
- Ability to work a flexible schedule to meet the needs of the business may require weekends and evening shifts.

DESIRED

- At least 1-year Management/Supervisory experience would be advantageous

Benefits:

- Bi-annual Uniform selection of own choice
- Bonus on monthly target achievement

Please note: Priority will be given to Brent residents in the first instance.

**Closing date: 20/09/2019
Potential interview date: Sept 2019
Start date: Sept-Oct 2019**

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Apprentice Chef

Job Code: BW931

Location of Work: London (Wembley, Harrow, Marylebone)

Contract Hours: 30+ Hr / week (inc evenings and weekends)

Salary: £130-230 per week

Qualification: Hospitality Team Member Apprenticeship - Food Production / Food and Beverage Service Level 2 and Functional Skills in Maths, English and ICT (if applicable)

Length of Apprenticeship: 12-15 Months

Summary:

An exciting opportunity to gain hands on practical experience as an Apprentice Chef. This role is ideal for someone with a passion for food, and will help you to develop a number of skills related to the hospitality industry. You will be working in a busy pub, and have responsibility for delivering a quality dining experience. On successful completion of your apprenticeship will obtain a Hospitality Team Member Apprenticeship in food production or food and beverage service level 2- as well as functional skills in math, English and IT if required.

Job Duties and Responsibilities:

- Maintenance of a safe, hygienic and secure working environment
- Working effectively as part of a hospitality team
- Serve food at the table
- Give customers a positive impression of yourself and your organisation
- Serve alcoholic and soft drinks
- Keep up to date with new products, menus and promotions
- Adhere to company policies and procedures and licensing laws
- Be involved and contribute at all team meetings
- Carry out instructions as given by management and head office

Skills and Qualities:

Desired Skills

- Pride in delivering excellent customer service
- Good teamwork ethic
- Strong communication skills
- The ability to work under pressure in a fast paced environment
- Organised multitasker
- Creativity and imagination for food presentation



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Personal qualities

- Passionate about developing your skills in the hospitality sector
- A willingness and desire to learn
- A smart and tidy appearance
- Tact and diplomacy for dealing with demanding customers
- High standards of cleanliness and hygiene
- A flexibility to work weekends and evenings

Qualifications required:

No previous qualifications required.

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 30/09/19
Potential interview date: October 2019
Start date: Oct 2019

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Apprentice Bar & Waiting Staff

Job Code: BW932
Location of Work: London (Wembley, Harrow, Marylebone)
Contract Hours: 30+ Hr / week (inc evenings and weekends)
Salary: £130-180 per week
Qualification: Hospitality Team Member- Food & Beverage Level 2 and Functional Skills in Maths, English & IT (if applicable)
Length of Apprenticeship: 12-15 Months

Summary:

An exciting opportunity to gain hands on practical experience as a Bar & Waiting Apprentice. This role is ideal for someone who has an interest in Hospitality and enjoys being around people. You will be working in a busy pub, and have responsibility for delivering an enjoyable customer experience. On successful completion of your apprenticeship will obtain a Hospitality Team Member- Food & Beverage Level 2 qualification- as well as functional skills in Math, English and IT if required.

Job Duties and Responsibilities:

What will your day-to-day involve?

- Help create a warm, friendly and welcoming environment
- Present our food and drink products perfectly
- Keep a safe and hygienic working environment
- Identify the needs of the guest to make every guest feel valued
- Responsibility for cash and company stock
- Be part of great team moments
- Show an appetite for personal development and learning
- Being proud of what you achieve

And it's all taught through:

- A mixture of face to face and remote visits every 4 - 6 weeks
- 24-hour access to course learning materials for distance learning
- A mixture of on and off the job training, including workshops and webinars
- Reviews every 12 weeks with your Line Manager and Trainer
- Feedback sessions to discuss progress
- Obtain Functional Skills in English and Maths
- 30 hours paid work every week



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Skills and Qualities:

Desired Skills

- Pride in delivering excellent customer service
- Good teamwork ethic
- Strong communication skills
- The ability to work under pressure in a fast paced environment

Personal qualities

- Passionate about developing your skills in the hospitality sector
- A willingness and desire to learn
- A smart and tidy appearance
- Tact and diplomacy for dealing with demanding customers
- High standards of cleanliness and hygiene
- A flexibility to work weekends and evenings

Qualifications required:

No previous qualifications required.

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 30/09/19
Potential interview date: October 2019
Start date: Oct 2019

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Apprentice Cinema Team Member

Job Code: BW933
Location of Work: Wembley
Contract Hours: 30+ Hr / week (inc evenings and weekends)
Salary: £157 per week
Qualification: Customer Service Practitioner Apprenticeship Level 2 and Functional Skills in **Maths**, English and ICT (if applicable)
Length of Apprenticeship: 12-15 Months

Summary:

An exciting opportunity to gain hands on practical experience as a Cinema Team Member Apprentice. This role is ideal for someone with an interest in film, and will help you to develop a number of core customer related skills. You will undertake a number of cinema related activities, and have responsibility for guaranteeing an enjoyable customer experience. On successful completion of your apprenticeship will obtain a Customer Service Practitioner Apprenticeship Level 2 qualification - as well as functional skills in math, English and IT if required.

Job Duties and Responsibilities:

Customer Service:

- Provide a superior standard of service to our customers by monitoring behaviour, serving pleasantly, promptly, efficiently, managing queues effectively and having appropriate customer service telephone etiquette.
- Guide customers to their seats where necessary; following the correct ticket verification procedure including Unlimited card holders and ensuring every person who enters the cinema has a ticket.
- Liaise with Cinema staff and management where appropriate to ensure the smooth running of the business.
- Respond to verbal customer complaints/queries immediately, where appropriate advising direct appropriate person.
- Be knowledgeable about the cinema i.e. services and facilities.
- Ensure all communication via radios is appropriate, clear and concise and where applicable the cinema code words are used.
- Provide information on performance start and finish times, films synopsis and film classification.
- Be aware of the policy towards film piracy within the cinema.
- Be aware of all film classifications and identification procedure.
- Ensure all lost property is correctly delivered to the appropriate area.
- Monitor and patrol the auditoria's for piracy, picture & sound quality, temperature, customer disturbance and any H&S issues.

Sales:

- Work effectively using the correct upselling and suggestive selling techniques.
- Be aware of current marketing promotions and assist as required.
- Sell box office tickets and retail products correctly and follow correct cash handling procedures.
- Assist with stock take as required.
- Ensure all wastage is correctly recorded by following the wastage procedures.
- Keep all retail products stocked sufficiently adhering to First In, First Out (FIFO) process, making sure that there is clean and efficient presentation of all products.



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Health & Safety:

- Follow the Food Hygiene Regulations and Health & Safety Policies
- Work efficiently using all pieces of equipment (you have been trained on) correctly and with care.
- Inform management immediately of any breaches or issues within Health & Safety.
- Help monitor maintenance or repairs advising the relevant people of any issues immediately.
- Open and close all areas, ensuring the relevant check sheets are adhered to.
- Undertake cinema cleaning activities including cinema, toilets, back of house areas, auditoria's, cinema seating, all front of house areas and emptying and removing of rubbish as required.
- Keep informed about business changes by attending staff meetings, reading staff notice boards and asking questions where appropriate
- Adhere to all current policies and procedures.

Ad hoc duties (including but not limited to):

- Working alongside the projection management team as per their instructions.

Skills and Qualities:

- Apprentices must be approachable and friendly in order to work within a customer facing environment.
- Good Customer Service attitude.
- Communication skills.
- Team working skills.
- A helpful and enthusiastic attitude
- Adaptable and flexible to changing circumstances
- Resourceful and able to work under pressure

Qualifications required:

No previous qualifications required.

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 30/09/19
Potential interview date: October 2019
Start date: Oct 2019

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Sales Apprentice

Job Code: BW934
Location of Work: Wembley
Contract Hours: 37.5 Hrs / week (Mon-Fri, 9.00-5.30PM)
Salary: £157 per week
Qualification: Sales Level 2 and Functional Skills in ICT (if applicable)
Length of Apprenticeship: 12-15 Months

Summary:

An exciting opportunity to gain hands on Sales experience, and a fantastic gateway for someone looking to build a career in the sales industry. This Sales apprentice role is ideal for someone with naturally strong communication and people skills, and will help you to develop the ability to build effective relationships and to generate profitable business opportunities. On successful completion of your apprenticeship will obtain a Sales Level 2 qualification - as well as functional skills in IT if required.

Job Duties and Responsibilities:

- Speaking to businesses to establish who they partner with and why.
- Determining who the decision maker is at each organisation.
- Building relationships with the client.
- Asking probing and exploratory questions to understand customer requirements and close opportunities.
- Securing meetings for a colleagues to present our portfolio of IT services.
- Answer general inbound queries from existing clients regarding product detail which they may have found on our website.
- Maintaining accuracy of marketing data and all activities in our database. (CRM)
- Ad-hoc marketing and administration duties.
- Achieving targets – KPI's (Key Performance Indicators) & Time Management
- Preparing Quotes

Skills and Qualities:

- A proactive self-starter that is results driven and has a passion for business & success
- Strong sales skills and persuasive personality but not essential
- Flawless telephone manner - professional but friendly and enthusiastic
- Comfortable speaking to senior decision makers
- Has an engaging personality and confident attitude

Qualifications required:

GCSE (or equivalent) in Maths & English

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 02/09/2019
Potential interview date: September 2019
Start date: September 2019



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Activity Leadership Apprentice

Job Code: BW935
Location of Work: Wembley
Contract Hours: 30+ Hr / week (inc evenings and weekends)
Salary: £117 per week
Qualification(s): Activity Leadership Level 2, National Pool Lifeguarding Qualification & Fitness Instructing Level 2- As well as Functional Skills in Maths, English and ICT (if applicable)
Length of Apprenticeship: 12-15 Months

Summary:

An exciting opportunity to gain hands on practical experience as an Activity Leadership Apprentice. This role is ideal for someone who is passionate about the fitness and leisure industry, and will help you to develop a number of core customer and fitness related skills. You will be working a combination of both Gym and Leisure side, and have responsibility for guaranteeing a positive member experience. On successful completion of your apprenticeship will obtain a level 2 Activity Leadership qualification, including a National Pool Lifeguard certificate and Fitness Instructing level 2. You will also be supported in gaining functional skills in math, English and IT if required.

Job Duties and Responsibilities:

- Providing exceptional customer service to all members
- Assisting with gym tours and inductions
- Supporting the centre swim teaching team to deliver exceptional swimming lessons
- Adopting a customer service focussed and commercial approach to swimming lesson sales and retention, similar to that traditionally seen in the fitness environment
- Showing members how to use the gym equipment and machines
- Creating personal exercise plans for members
- Supporting and delivering community engagement linked to increasing swimming participation
- Supporting the coaching team when required to maintain continuity of teaching and excellent customer service
- To teach swimming when needed to fit the needs of the programme
- To cover lifeguard positions when needed to fit the needs of the swimming lesson programme and centre pool programme
- You will support the swimming lesson programme under the guidance of the General Manager or equivalent and the Regional Aquatics Manager
- You will work a combination of Gym and Leisure side hours whilst working within the centre.



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Skills and Requirements:

- Must be a strong and confident swimmer
- Have a smart and professional manner
- Good communication and interpersonal skills
- Enthusiastic & Energetic
- A real team player
- Dedicated to completing the relevant qualifications

If you are invited to interview for this role you will be required to complete a swim test as part of the interview process, in order to be considered for the role you must be able to demonstrate you are able to do the following:

- **Jump/dive into deep water**
- **Swim 50 metres in no more than 60 seconds**
- **Swim 100 metres continuously on front and back in deep water and then tread water for 30 seconds**
- **Surface dive to floor of pool (deepest part)**
- **Climb out unaided without ladders/steps and where pool design permits**

Qualifications required:

No previous qualifications required.

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 23/09/2019
Potential interview date: September 2019
Start date: Sept-Oct 2019

Please e-mail a targeted CV & registration form to [**brent.works@brent.gov.uk**](mailto:brent.works@brent.gov.uk) or alternatively, apply on [**www.brent.gov.uk/brentworksjobs**](http://www.brent.gov.uk/brentworksjobs)



Brent Civic Centre
Engineers Way, Wembley
HA9 0FJ

0208 937 6295



Commercial/ Business Admin Apprenticeship

Job Code: BW937
Location of Work: Acton
Contract Hours: Full-time
Salary: £17,000
Qualification: Business Administrator Level 3
Length of Apprenticeship: 18 Months

Summary:

An exciting opportunity to gain hands on commercial experience as a Business Admin Apprentice in the technology industry. The commercial function operates at the heart of the business, the teams ensure the company is always ranging the latest and greatest technology. This company works with all major brands to present the best ranges, prices and promotions in their stores; selling various products from Laptops and Smart Technology, to Mobile Phones and White Goods. As a Commercial Apprentice, you'll help to ensure that technology is both available and affordable to everyone who needs it, but you won't just connect customers to all-important technology. You'll also be kick-starting your own career, earning money and learning new skills whilst you develop as a professional with– Europe's number one electrical and telecommunications retailer.

Job Duties and Responsibilities:

As part of the 18 month Programme, you'll you will work in exciting commercial function in either our computing, consumer electronics or white goods categories supporting the teams to drive sales, ensure the best products are available for or customers and develop the skills and behaviors to start a commercial professional career.

Day to Day duties will include, but are not limited to:

- Speaking to businesses to establish who they partner with and why.
- Determining who the decision maker is at each organisation.
- Building relationships with the client.
- Asking probing and exploratory questions to understand customer requirements and close opportunities.
- Securing meetings for a colleague to present our portfolio of IT services.
- Answer general inbound queries from existing clients regarding product detail which they may have found on our website.
- Maintaining accuracy of marketing data and all activities in our database. (CRM)
- Ad-hoc marketing and administration duties.
- Achieving targets – KPI's (Key Performance Indicators) & Time Management
- Preparing Quotes



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Skills and Qualities:

- Strong IT skills
- A proactive self-starter that is results driven and has a passion for business & success
- Strong sales skills and persuasive personality but not essential
- Flawless telephone manner - professional but friendly and enthusiastic
- Comfortable speaking to senior decision makers
- Has an engaging personality and confident attitude
- Is hard working and committed to completing the apprenticeship

Qualifications required:

- GCSE (or equivalent) in Maths & English (preferred)

Please note: **Priority will be given to Brent residents in the first instance.** This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: TBC

Potential interview date: August 2019

Start date: 23rd September 2019

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Apprentice Leisure Attendant

Job Code: BW942

Location of Work: Willesden Green

Contract Hours: 39 Hr / week (inc evenings and weekends)

Salary: £150 per week

Qualification(s): Activity Leadership Level 2, Leisure Operations Diploma, Fitness Instructing Diploma & National Pool Lifeguarding Qualification- As well as Functional Skills in Maths, English and ICT (if applicable)

Length of Apprenticeship: 12-15 Months

Summary:

An exciting opportunity to gain hands on practical experience as a Leisure Attendant Apprentice. This role is ideal for someone who is passionate about the fitness and leisure industry, and will help you to develop a number of core customer and fitness related skills. You will be working a combination of Lifeguarding, teaching swimming, working in the gym and front of house. On successful completion of your apprenticeship will obtain a level 2 Activity Leadership qualification, as well as a diploma in Leisure Operations and Fitness Instructing, as well as your National Pool Lifeguard Qualification. You will also be supported in gaining functional skills in math, English and IT if required.

Job Duties and Responsibilities:

- Providing exceptional customer service to all members
- Assisting with gym tours and inductions
- Supporting the centre swim teaching team to deliver exceptional swimming lessons
- Adopting a customer service focussed and commercial approach to swimming lesson sales and retention, similar to that traditionally seen in the fitness environment
- Showing members how to use the gym equipment and machines
- Creating personal exercise plans for members
- Supporting and delivering community engagement linked to increasing swimming participation
- Supporting the coaching team when required to maintain continuity of teaching and excellent customer service
- To teach swimming when needed to fit the needs of the programme
- To cover lifeguard positions when needed to fit the needs of the swimming lesson programme and centre pool programme
- You will support the swimming lesson programme under the guidance of the General Manager or equivalent and the Regional Aquatics Manager
- You will work a combination of Gym and Leisure side hours whilst working within the centre.



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Skills and Requirements:

- Must be a strong and confident swimmer
- Have a smart and professional manner
- Good communication and interpersonal skills
- Enthusiastic & Energetic
- A real team player
- Dedicated to completing the relevant qualifications

If you are invited to interview for this role you will be required to complete a swim test as part of the interview process, in order to be considered for the role you must be able to demonstrate you are able to do the following:

- Jump/dive into deep water
- Swim 50 metres in no more than 60 seconds
- Swim 100 metres continuously on front and back in deep water and then tread water for 30 seconds
- Surface dive to floor of pool (deepest part)
- Climb out unaided without ladders/steps and where pool design permits

Qualifications required:

No previous qualifications required.

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 09/09/2019
Potential interview date: Sept 2019
Start date: Sept-Oct 2019

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Apprentice Lifeguard

Job Code: BW943
Location of Work: Willesden Green
Contract Hours: 39 Hr / week (inc evenings and weekends)
Salary: £150 per week
Qualification(s): A Diploma in Leisure Operations and Leisure Management and a National Pool Lifeguarding Qualification - As well as Functional Skills in Maths, English and ICT (if applicable)
Length of Apprenticeship: 12-15 Months

Summary:

An exciting opportunity to gain hands on practical experience as an Apprentice Lifeguard. This role is ideal for someone who is passionate about the fitness and leisure industry, and will help you to develop a number of core customer and fitness related skills. You will be working a combination of Lifeguarding, teaching swimming, working in the gym and front of house. On successful completion of your apprenticeship will obtain a level 2 Activity Leadership qualification, a level 2 Leisure Operations qualification, and a National Pool Lifeguard certificate and Fitness Instructing level 2. You will also be supported in gaining functional skills in math, English and IT if required.

Job Duties and Responsibilities:

- To promote quality customer care at all times, dealing with minor complaints and reporting serious complaints to the Duty Manager.
- To check the safety of equipment and to report any damage or malfunction of equipment, plant or building fabric to the Duty Manager immediately after discovery.
- To assist in the preparation and operation of events and activities, including the assembly and dismantling of equipment and minor repairs when required.
- To maintain the vigilant supervision of the pool users at all time
- To carry out first aid, resuscitation and effective pool rescues.
- To attend regular staff training sessions as set out in the Centre's procedures, you will be required to maintain your NPLQ by also attending the required training sessions according to the Centre's Procedures.
- To undertake general lifeguard duties ensuring that the poolside is never left unattended for any reason whatsoever.
- To conduct pool water tests at presented intervals ensuring water quality is maintained and carry out backwashes in line with specification.
- In the absence of the Duty Manager, to be aware of general pool conditions i.e. water clarity and odour and report any deviances from the norm to the Duty Manager.
- In the absence of the Duty Manager, to monitor the number of swimmers in the pool at any one time and where numbers exceed the specified limits and/or additional lifeguards are required to advise the Duty Manager.



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Skills and Requirements:

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- Have a smart and professional manner
- Good communication and interpersonal skills
- Enthusiastic & Energetic
- A real team player
- Dedicated to completing the relevant qualifications

If you are invited to interview for this role you will be required to complete a swim test as part of the interview process, in order to be considered for the role you must be able to demonstrate you are able to do the following:

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- Swim 50 metres in no more than 60 seconds
- Swim 100 metres continuously on front and back in deep water and then tread water for 30 seconds
- Surface dive to floor of pool (deepest part)
- Climb out unaided without ladders/steps and where pool design permits

Qualifications required:

- If you do not already have your NLPQ, you will be required to pass it in order to continue on with the apprenticeship

Please note: Priority will be given to Brent residents in the first instance. This vacancy may close before the advertised closing date if a sufficient number of suitable applications are received. Early application is therefore recommended.

Closing date: 30/09/2019
Potential interview date: Oct 2019
Start date: Oct 2019

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Multi-trade Operative/Plumber (Facilities Management-BW944)

Job Code: BW944
Location of Work: Wembley Park
Contract Hours: Full-time
Salary: 25-27K depending on experience
Number of roles: 1

A great opportunity to work as a Multi-trade Operative/Plumber for an award winning Facility Management Firm based at the trendy London Designer Outlet in Wembley Park. In this role you will be responsible for providing day to day facility management support including plumbing services and repairs.

Job Duties and Responsibilities:

- Diagnose and rectify faults within core and other trades related repair requests
- Ensure that the quality of work meets the highest possible standards at all times
- Support all trades to deliver a professional and safe maintenance and repairs service
- Respond swiftly to all emergency situations and resolve them efficiently
- Keep the customer up to date with progress and plans
- Undertake all work efficiently and cost effectively, minimizing non-productive time wherever possible, and reporting any difficulties encountered to the Resource Controller and /or Supervisor
- Apply applicable Health & Safety rules in all you do, using risk assessments, method statements, and PPE when needed
- Maintain tools, plant and equipment in a safe, clean and workable condition
- Maintain accurate records of works undertaken with photographic evidence as necessary
- Ask your Supervisor/Contract Manager for assistance when required
- Be willing to work out of hours to the requirements of the client, and participate on the call out rota

Skills

- Able to use the phone or PDA to communicate effectively, explaining yourself clearly and concisely understanding what information you need or need to provide
- Be comfortable in dealing with tenants, and representatives of London Designer Outlet
- Remain professional even when issues are contentious
- Understand the need to complete outstanding pieces of work, and deal with work completely, and in one go
- Be a team player ensuring lessons learnt, and good practices are shared amongst the team for future benefit of the service
- Be proactive in identifying your development needs, and doing something to overcome them
- Have a practical approach to health and safety, ensuring that you and others are safe at all times
- A problem solver, and be able to work out what is a proportionate and necessary repair, learning from your previous experiences
- Be able to self-manage, and be self-motivated, prioritizing, and programming work in the most efficient manner



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Knowledge

- Be able to demonstrate you are a competent trades-person, and have the tools to do the work
- Have the prerequisite technical, statutory, and legislative knowledge for the trades you perform for the company ensuring you keep abreast of updates and changes
- Have knowledge of the materials and methods used in the building, and maintenance industry.

Requirements:

- **Must have at least 2-5 years' experience of working in Building Maintenance environment**

Please note: Priority will be given to Brent residents in the first instance.

Closing date: 30/08/19
Potential interview date: September 2019
Start date: September 2019

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