







New to this week's bulletin

Advert	Further information link	Closing Date
<p style="text-align: center;">IT Helpdesk Apprentice QA Apprenticeships, Bridge of Don, Aberdeen</p> <p>The candidate will be responsible for logging all interactions with the client at all levels via telephone and e-mail, as well as providing remote first-line support in a mixed Windows/Exchange environment.</p> <p>Main Duties</p> <ul style="list-style-type: none"> • Logging and categorising customer interactions concisely and efficiently, while taking ownership and following these up to completion • Keeping administration of User Accounts using Active Directory • First line, remote troubleshooting and first time fix when possible. Key technologies: Exchange 2010, Office 2010, Windows 7, Citrix XenApp • You will be dealing with internal company users and problem solving and diagnosing technical issues <p>Five National grades are essential and Highers in computing or a science would be preferable.</p>	<p>https://www.indeed.co.uk/viewjob?jk=e01bf8510e3bd14&from=rje&rgtk=1bhaaenga18gtalk</p>	<p>Not stated</p>
<p style="text-align: center;">Customer Service Apprentice A-Plant, Aberdeen</p> <p>Based in the Service Centre, working on the Hire Desk, you will work towards a customer service apprenticeship qualification. You will learn to:</p> <ul style="list-style-type: none"> • Work on the hire desk delivering excellent customer service. • Provide advice and guidance to customers to help them hire the correct equipment. • Build effective customer relationships and resolve customer issues promptly and satisfactorily. • Promote a range of ancillary services and benefits to customer. <p>The right candidate should possess the following skills:</p> <ul style="list-style-type: none"> • Excellent organisational skills. • Ability to carry out instructions. • Adhere to Health & Safety. • Problem- solving skills. • Must have National 5 or above in Maths & English. 	<p>https://www.indeed.co.uk/viewjob?jk=829705596677cbca&from=rje&rgtk=1bhaaenga18gtalk</p>	<p>Not stated</p>
<p style="text-align: center;">Trainee Client Advisor Marsh Apprenticeship Scheme (Aberdeen)</p> <p>With a strong focus on delivering outstanding customer service, you will work with a range of clients from independent traders to national, blue-chip corporations, to meet their insurance requirements and risk management solutions. Partnering with and supporting colleagues (including Client Managers and Executives), you will provide assistance with insurance queries and renewals, document issues and case planning.</p> <p>Qualification & Skills:</p> <ul style="list-style-type: none"> • Highers or equivalent qualification with a minimum of 240 UCAS points • National 5 or equivalent in Maths (essential), English (essential) and ICT (desirable) • Strong communication, interpersonal and negotiation skills • Excellent attention to detail • Ambitious and hard-working • Team player • Willingness to complete industry qualification (CII) 	<p>https://www.indeed.co.uk/viewjob?jk=bcdcf6d225b58a9&q=Trainee&l=ab51+4lb&tk=1bhc6t16q1d5pa6v&from=ja&alid=576018910cf2f4def3c6f3fd&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bhc6t16q1d5pa6v</p>	<p>Not stated</p>





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 <p>Our Apprenticeship Scheme for 2017 is now open - We are looking for Heating apprentices in Inverness, Electrical apprentices in Glasgow and both Heating and Electrical in Aberdeen. If you would like to be considered as part of this year's intake or would like more information, please send us your CV and confirmation of which apprenticeship you are applying for, no later than Friday 16 June. Applications received after this date may not be considered.</p>	<p>http://www.richard-irvin.com/careers/apprenticeships/ please send us your CV and confirmation of which apprenticeship you are applying for to recruitment@richard-irvin.com</p>	<p>Friday 16 June</p>
 <p>Receptionist Apprenticeship</p> <p>Entier Ltd are currently have an exciting opportunity which would be ideally suited to a young person, to join their award-winning apprenticeship programme 'Fresh Olives' as a Receptionist.</p> <p>As part of a modern apprenticeship, the successful candidate will study towards an SVQ. This position will be working Monday to Friday at the office based in Westhill, Aberdeenshire.</p> <p>The ideal candidate will be responsible for ensuring all first line communications to the company (faxes, telephone calls and visitors) are dealt with promptly and efficiently and in a courteous manner and complete administration duties as allocated by Line Manager.</p>	<p>https://www.indeed.co.uk/cmp/Entier-Ltd/jobs/Receptionist-6eece8927beaa406?q=apprenticeship</p>	<p>Not stated</p>
 <p>Finance Apprenticeship</p> <p>Entier Ltd are currently have an exciting opportunity which would be ideally suited to a young person, to join their award-winning apprenticeship programme 'Fresh Olives' as a Finance Apprentice.</p> <p>About the role: Key Result Areas:</p> <ul style="list-style-type: none"> • Day to day operation/understanding of Purchase/Sales ledgers • Supplier Statement reconciliations • Assist with monthly client billings ensuring appropriate documents available for charge • Overview of operation of payroll reporting • Handling payroll queries and processing relevant adjustments/payment where appropriate • Provide Senior Management Team with financial performance reports and analysis • Appropriate bank reconciliations • Dealing with staff expenses and credit card expenses • Assisting Payroll Manager when and where required 	<p>https://www.indeed.co.uk/viewjob?jk=33a288714f8f44dc&q=apprenticeships&l=aberdeen&tk=1bhi2frid14a42o&from=web</p>	<p>Not stated</p>

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 <p align="center">Apprentice Electrician - Elliot Group, Inverurie</p> <p>Elliott invests in apprenticeship schemes aimed at attracting potential new talent into our business, working in partnership with the National Apprenticeship Service.</p> <p>As a participant you will benefit from substantial on-the-job training with a formal college education. You will receive support and advice from experienced trade's people and a construction professional dedicated mentor will work closely with you and your college.</p> <p>The programme is aimed at bright, passionate individuals who are seeking a career in electrical installation.</p> <p>Skills Required</p> <ul style="list-style-type: none"> • Ability to work in a logical, methodical and organised manner • Good Communicator - verbal and written • Work correctly and safely to Health and Safety procedures • Good manual dexterity and co-ordination <p>Qualifications Required</p> <ul style="list-style-type: none"> • Be on target to receive or have already gained a number of GCSE's at grade C or above (English, Maths and Sciences essential). • You must be eligible to work in the UK with a valid work permit if applicable. 	<p>http://jobview.monster.co.uk/Apprentice-Electrician-Inverurie-Job-Inverurie-Scotland-UK-184663276.aspx?WT.mc_n=olm_sk_feed_indeed_UK</p>	<p>Not stated</p>
 <p align="center">Travel Clerk Modern Apprenticeship</p> <p>Modern Apprenticeship with superb career prospects - Government Funded. Working towards NVQ Level 2 in Travel Apprenticeship will last for 12 months</p> <p>Duties include serving customers, dealing with payments and all other travel agency duties.</p>	<p>Apply to the manager at the e-mail - cbr@ramsayworldtravel.co.uk</p>	<p>Not stated</p>
 <p align="center">Modern Apprenticeship in Rehabilitation Technologies</p> <p>This would be a rotation through orthotics/prosthetics and wheelchair service in NHS Grampian.</p>	<p>For further information contact j.gillespie@nhs.net</p>	<p>Not stated</p>

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Advert	Further information link	Closing Date
 <p style="text-align: center;">Communications Modern Apprentice</p> <p>Support the design, production, delivery and administration of an integrated member marketing and communication strategy.</p> <p>Main criteria for the role are:</p> <ul style="list-style-type: none"> • Preparation and publication of Chamber newsletters • Assisting with maintaining and developing the Chamber's online presence via its website and social media platforms • Assisting with the planning, design, production and distribution of the monthly Business Bulletin magazine • Assisting with maintaining and developing a coherent brand for the Chamber, including the generation of ideas for new ways to promote what it offers. • Assisting with the delivery of the media relations programme, including the preparation and distribution of news releases and media monitoring • Liaising with all Chamber teams to support effective marketing and communications activity <p>Qualities and skills</p> <p>Organisational and planning skills with a keen eye for detail are essential. The successful candidate will be confident, enthusiastic, self-motivated and possess a drive to succeed. It is a busy team so good task management and timekeeping are vital, as well as a proactive attitude to problem solving and an enthusiasm for learning new skills.</p>	<p style="text-align: center;">Please contact Laura.Grant@agcc.co.uk for further details</p>	<p style="text-align: center;">Not stated</p>
 <p style="text-align: center;">Apprentice Mechanic – Various locations in Aberdeenshire</p>	<p>https://www.myjobscotland.gov.uk/councils/aberdeenshire-council/jobs/apprentice-mechanic-fixed-term-84479?token=33a4c6296f26ed7b95a961b98eb9982b&utm_source=mjs&utm_medium=email&utm_campaign=job_alert</p>	<p style="text-align: center;">20/06/17</p>
 <p style="text-align: center;">Modern Apprentice – Leisure Assistant – Fraserburgh</p>	<p>https://www.myjobscotland.gov.uk/councils/aberdeenshire-council/jobs/modern-apprentice-leisure-assistant-fixed-term-84216</p>	<p style="text-align: center;">19/06/17</p>
 <p style="text-align: center;">Modern Apprentice – Admin – Aberdeen</p>	<p>https://www.myjobscotland.gov.uk/councils/aberdeenshire-council/jobs/modern-apprentice-admin-fixed-term-84551?token=33a4c6296f26ed7b95a961b98eb9982b&utm_source=mjs&utm_medium=email&utm_campaign=job_alert</p>	<p style="text-align: center;">18/06/17</p>



The following vacancies are carried forward from previous week's bulletin

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<p>Kitchens International are seeking an Apprentice Joiner. Mostly working in Aberdeen and surrounding area</p>	<p>Apply to: Charles.Stephen@kitchensinternational.co.uk</p>	<p>Not stated</p>
 <p>North Group is seeking an Apprentice Painter and Decorator and 2 x Apprentice Joiners. Mostly working in Aberdeen and surrounding area</p>	<p>Apply to: mailto:traceythomson@northgroup.co.uk</p>	<p>Not stated</p>
 <p>Communications Modern Apprentice Job Role: Support the design, production, delivery and administration of an integrated member marketing and communication strategy.</p> <p>Qualities and skills Organisational and planning skills with a keen eye for detail are essential. The successful candidate will be confident, enthusiastic, self-motivated and possess a drive to succeed. It is a busy team so good task management and timekeeping are vital, as well as a proactive attitude to problem solving and an enthusiasm for learning new skills.</p> <p>Benefits There is the opportunity to grow within an established organisation in Aberdeen and the potential to grow your career in the marketing and communications sector.</p>	<p>Please contact Laura.Grant@agcc.co.uk for further details</p>	<p>Not stated</p>
<p>Modern Apprenticeship: Baker & Supply Chain Administrator Bickiepegs Healthcare – Blackburn Aberdeen</p> <p>Minimum 3 x National 5's level or Standard Grades preferably including English and Maths. There is the need to work to recipes and keep accurate paper records and reading, writing and arithmetic are prerequisites. The role is physical in nature so it requires a degree of stamina. There is lifting work and a large amount of work is done whilst standing.</p>	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=109103&keywords=&location=Aberdeen&distance=40&jobfamily=&page=1&sort=</p>	<p>30/06/17</p>
 <p>Trainee Warehouse Operative NorDan UK Ltd</p> <p>NorDan UK, a leading windows and doors company, have a Trainee Warehouse Operative position available for a school leaver.</p>	<p>To receive a copy of the job description, please contact Martin@dyw.org.uk</p>	<p>Not stated</p>
<p>D A Skinner and Son – Inverurie Apprentice Groom</p> <p>We are looking to recruit an apprentice Groom. Due to the nature of the position the successful applicant will need to be a capable rider. They will also need to hard working and enthusiastic. The job will provide experience in the riding school, carriage driving, livery, schooling horses, breeding and showing heavy horses. The post will be five days over seven and you will need to be flexible with days and times. To apply, please, email a copy of your CV with a covering letter.</p>	<p>https://www.facebook.com/STRATHORN-FARM-STABLES-118298051520189/</p>	<p>Not stated</p>




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Advert	Further information link	Closing Date
 <p>Johnston Carmichael, the largest independent firm of Chartered Accountants and Business Advisers in Scotland and one of the Top 20 accountancy firms are currently recruiting for the following position:</p> <p>Administration Assistant – Modern Apprenticeship</p> <p>Reports to: Administration Assistant Manager</p> <p>Job Type: Permanent</p> <p>Hours of Work: Full-time (36.25 per week)</p> <p>Location: Aberdeen</p> <p>Salary details: Competitive</p> <p>Job Purpose: Provide typing and administrative support to the office and ensure that documents issued are prepared in line with the JC brand requirements and the document layout procedures.</p> <p>Key Duties and Responsibilities</p> <ul style="list-style-type: none"> • Sort and file electronic and hard copy filing. • Deal with incoming and outgoing mail ensuring that internal and external mail is collected, sorted, distributed, checked for accuracy or despatched appropriately. • Archiving files. • Assist local departments with their work as required e.g. photocopying, data processing. • Bind accounts, reports, tax returns etc. to a professional finish. • Provide reception cover as required. <p>The successful candidate will have excellent communication skills and the ability to liaise with colleagues at all levels. They will be able to work effectively both within a team and on their own initiative with a flexible approach and ability to adapt to changing demands. Attention to detail and exceptional organisational skills are essential.</p> <p>The successful candidate will be educated to National 5 level or equivalent, which should include English and Maths.</p> <p>The successful candidate will work towards completing their SVQ Level 2 / 3 / 4 in Business and Administration during their apprenticeship.</p> <p>This is an exciting opportunity to join a developing team with great prospects for career development.</p>	<p>If you are interested in applying for the above position/s please send your CV with a covering letter to insert HR department at recruitment@jcca.co.uk or Johnston Carmichael, Axis Business Centre, Thainstone, Inverurie, AB51 5TB</p>	<p>Not stated</p>
<p align="center">Trainee Administration Assistant</p> <p align="center">Grampian Steel Services Ltd</p>	<p>Apply in writing to Mrs Seonaid Coutts, Grampian Steel Services Ltd, Greenford, Oldmeldrum, AB51 0BH</p>	<p>Not stated</p>
<p align="center">Modern Apprentices</p> <p align="center">Ramsay Travel Aberdeen</p> <p>Are you interested in a Travel Career. Superb Prospects, Full Training given, Fantastic Travel Opportunities Leading to Management</p>	<p>Apply in store or email: CBR@RAMSAYWORLDTRA VEL.CO.UK</p>	<p>Not stated</p>

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<p style="text-align: center;">Modern Apprenticeships – Electrician</p> <p>Apprenticeship opportunities are available from the Shetland Islands to the Scottish Borders with local employers. You must first apply to sit the Pre-employment Assessment, including a colour vision assessment, arranged by the Scottish Electrical Charitable Training Trust (SECTT). An application form is available from their website www.sectt.org.uk. Once you have satisfactorily completed this you will be able to apply to local employers for an electrical apprenticeship.</p> <p>Working towards your SVQ3 in Electrical Installation, you need to have an aptitude for technical subjects or be practically orientated. You will need a willingness to learn and apply that learning in the workplace, with enthusiasm and a good attitude to work.</p> <p>Good communication skills are essential and you must be numerate and literate. You must be capable of working at heights or in confined spaces and to work inside or outside.</p>	<p>https://www.apprenticeships.scot/vacancy-details/?refCode=108711&keywords=&location=Aberdeen&distance=40&jobfamily=&page=1&sort=</p> <p>http://www.sectt.org.uk/apprenticeships.html</p>	<p>03/07/17</p>
<p style="text-align: center;"></p> <p>Helix Well Ops UK Ltd is currently recruiting for an aspiring and motivated Storeman Apprentice, to be based within the Warehouse Department at Blackdog. This position is for 1 year, fixed term.</p> <p>The Storeman Apprentice has the primary role of supporting the Dispatch Controller in receiving and sending goods to the Company Vessels.</p> <p>Experience/Background: A Good standard of Maths & English is required. A Driving license is desirable but not essential</p> <p>The successful candidate will study towards Warehouse and Storage SVQ Level 2. This will be aided by an Assessor who will carry out all assessments as work based learning, within the workplace.</p>	<p>CV to : Amy Ritchie a.ritchie@microcomtrainin.com</p>	<p>Not stated</p>
<p style="text-align: center;">Apprentice Administration Assistant</p> <p>Cammach Recruitment Aberdeen are recruiting on behalf of a high growth Engineering Consultancy Firm who are seeking an Apprentice Administration Assistant to assist with the administration functions, reporting to the Finance & Office Manager.</p> <p>Minimum Academic Qualifications are Higher Mathematics and Higher English</p> <p>Contact Ashleigh Slatter at Ashleigh@cammachrecruitment.com or call 01224 894444</p>	<p>https://www.indeed.co.uk/viewjob?jk=366d3107ef026a7d&q=apprenticeships&l=aberdeen&tk=1bfei9e4e05kl26j&from=ja&alid=58d29019e4b002bad7915f5a&utm_source=jobseeker_email&utm_medium=email&utm_campaign=job_alerts&gk=1bfei9e4e05kl26j</p>	<p>Not stated</p>
<p style="text-align: center;"> Peter Vardy YOUR CAR COMPANY</p> <p style="text-align: center;">Apprentice Vehicle Technician Peter Vardy - Aberdeen</p> <p>Minimum qualifications of Nationals 5 or above in English and Maths. It is also preferred if you have a Craft Subject and Physics/Science are advantageous but not mandatory.</p>	<p>https://www.indeed.co.uk/viewjob?jk=8ed8ea82f6ec4029&from=rje&rgtk=1bfk6cbiu05224oi</p>	<p>Not stated</p>





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 <p>The PGA in Scotland Modern Apprenticeship Programme is a great opportunity for you to work in the golf industry, earn money and gain a qualification all at the same time. The programme is aimed at school leavers, aged between 16 – 19.</p> <p>Through the programme, you will have the opportunity to complete a SVQ L3 in Leisure Management (with a golf focus) with the Sports Academy of Scotland, as well as all SQA Core Skills at Intermediate 2.</p>	<p>http://www.pga.info/media/512928/15masquarecareeringolf.pdf</p> <p>Contact Ross: pro@petercultergolfclub.co.uk or call 01224 734994 to discuss</p>	<p>Not stated</p>
 <p>Trainee Financial Planning Administrator - Acumen Financial planning</p> <p>Opportunity for a School Leaver, the candidate should view this opportunity as an alternative to University.</p> <p>Required: 3 to 4 Highers (preferably to include Maths and Accounting)</p> <p>Job Purpose: Initially to learn and understand the skills and processes involved within the Financial Planning Administration Team and to support Paraplanners and Financial Planners. Further career opportunities available subject to progress.</p>	<p>Send CV to opportunities@acumenfp.com</p>	<p>Not stated</p>
 <p>Donside are looking to recruit a part time Telesales Executive to work in their Peterhead branch. Previous experience in Telesales/Sales is preferred, however if you have the enthusiasm and drive to succeed then this is the role for you!</p> <p>Donside wish to recruit a self-motivated candidate to make back to back calls to introduce their wide product range and services nationally & internationally. The right candidate will have achievable targets and a generous bonus structure</p>	<p>CV's should be sent to: mailto:Sheila.Murray1@dwp.gsi.gov.uk</p> <p>Please insert "Donside Tele Sales Executive vacancy" in the subject box of your email.</p>	<p>Not stated</p>

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 <p style="text-align: center;">Night Porter</p> <p>Previous experience is preferred however not essential. As a night porter you will work 24 hours one week and the following week 32. This is subject to change dependant on business requirements. The shifts are Mon – Thu & Sun 11pm – 7am and Fri-Sat 12am – 8am. On the beginning of a shift you will be left a handover along with a list of jobs expected to be completed through the night. The main role of a night porter is to up-keep security and safety in the hotel but will also include jobs such as hoovering, emptying bins, setting up of breakfast buffet / tables and a number of other tasks. The successful applicant must be hardworking, flexible and have good people skills along with the ability to work with initiative and be independent or work well as a team. This role will involve all aspects of Hotel Work. The successful applicant will be provided with full training in the role.</p>	<p>If interested please send a CV along with any questions mailto:jobs@tuftedduckhotel.co.uk</p>	<p>Not stated</p>
 <p style="text-align: center;">APPRENTICE AGRICULTURAL ENGINEER</p> <p>Required for a busy workshop. The successful candidate will be honest, hardworking and have the ability to work on their own initiative as well as part of a team.. Knowledge of the agricultural machinery tradewould be an advantage as would computer literacy; however full training will be given. An opportunity to achove a National Diploma in Land Based Technology will be given.</p>	<p>To request application form or send a CV contact mailto:sales@briansmithengineering.co.uk</p>	<p>Not stated</p>
  <p>We are looking to recruit the following school leavers to start with us in August.</p> <p>Apprentice Joiners – x 2</p> <p>Trainee Administrator – x 1 – this role will be varied, mainly office based at Kingseat, Newmachar.</p>	<p>mike.bruce@morrisonconstruction.co.uk</p>	<p>Not stated</p>
 <p>Business Apprentice - Assurance</p> <p>You can expect world-class training and support throughout your role, as well as study towards a Chartered Accountancy qualification with the Institute of Chartered Accountants of Scotland (ICAS).</p> <p>School Leavers who join us straight from school following completion of A-Levels or Scottish Highers and spend 5 years on the programme. To be eligible for our Business Apprenticeship programme you should be studying or have obtained three A levels, five Scottish Highers, or equivalent. You must have obtained the qualifications listed in advance of the programme start date in September 2017.</p>	<p>https://www.indeed.co.uk/viewjob?jk=117b2c5f2587711a&q=Trainee&l=ab51+4lb&tk=1bbbcmngn1d6ebv6&from=ja&alid=576018910cf2f4def3c6f3fd&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bbbcmngn1d6ebv6</p>	<p>Not stated</p>

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Bain Decor is seeking an Apprentice Painter and Decorator. Mostly works in Aberdeen and surrounding area	Apply to: bain-m@sky.com	Not stated
MTM are seeking an Apprentice Setting Out Engineer. Mostly working in the Inverurie / Huntly / Insh area.	Apply to: info@mtm.co.uk	Not stated
Les J Anderson is seeking an Apprentice Painter and Decorator. Mostly works in Aberdeen and surrounding area	Apply to: L.anderson9@sky.com	Not stated
 <p>If you've got a passion for cars or an interest in mechanics, our Apprenticeship Programme is one of the most tried and tested success stories within the motor industry. The two-year programme is specifically designed for recent school leavers who want a fast route into the motor industry. During your time here, we'll teach you all you need to know about Fast-Fitting, so that you can boost your skills, build on your experience and gain an Intermediate Level Apprenticeship - Level 2 Diploma in Vehicle Fitting Competence (VCQ).</p>	http://www.ntfullthrottle.co.uk/moreinfo.aspx	Not stated
 <p>The British Army is the largest provider of apprenticeships in the UK. Almost 95% of entrants are registered for an apprenticeship. Opportunities are available regardless of the trade or cap badge. Entrants join and range from engineering to IT, catering to healthcare, logistics to security and more.</p> <p>Benefits</p> <p>Individuals complete their apprenticeships through a mix of formal instruction and on the job experience. They receive regular army rates of pay which starts at over £17k and increases with experience and promotion. In addition soldiers benefit from subsidised food and accommodation and free access to first class health care, fitness and sporting facilities.</p> <p>Age: 16 years to 32 years 11 months.</p> <p>Gender: Apprenticeship are available to both male and female applicants.</p> <p>Qualification requirements: Many trades do not require applicants to hold any academic qualifications</p>	http://army.mod.uk/join/join.aspx	Not stated
 <p>Office Junior with Red Rooster in Old Meldrum. General office duties Accounts administration, filing, post etc. Good general education with computing skills in word and excel, in house accounts package that they will be trained on. All training will be in house.</p>	To apply send your CV to Margaret Gibb on mgibb@redroosterlifting.com contact no 01651 872101	Not stated
 <p>Through CITB, Barratt Homes are currently recruiting for the following apprenticeships: Joiners x 2, Bricklayers x 2, Plumber and Civil QS.</p>	http://www.barratffuturetalent.co.uk/ Application form at http://www.citb.co.uk/bconstructive/citb-apprenticeships/bconstructive-application-form/	30/06/17