

Starting Off: Phone - 01604 622855
Email: reception@startingoff.co.uk

Current Vacancies 05/05/2022

Want some advice on how to prepare for a job interview? We have a guide on our YouTube channel, find us at: @Starting Off https://www.youtube.com/channel/UCmF4UIC7iUYS1B0ZjL_R6rQ

Accounts Apprenticeship, Kettering, £12K per annum

This is a fantastic opportunity to join the accountancy team of one of the largest and best-known companies in the county.

Duties include:

- Purchase Ledger invoice input using sage1000 and excel,
- Matching invoices to paperwork,
- Exporting and scanning of invoices,
- Dealing with phone calls from suppliers,
- Working with Vigo Transport Management System,
- Any other Ad hoc duties when required

Sales and Marketing Apprenticeship, Wellingborough, £5 per hour

Set up in 1979, our client has grown over the past 4 decades to become one of the UK's largest manufacturers of energy efficient and low maintenance windows & doors.

They are now recruiting sales and marketing apprentices to join their team. They are looking for someone to provide marketing and administrative support to the Sales and Marketing manager and assist managing the show site and related materials.

Duties include:

- Managing the Reception at the show site, greeting customers and guests and demonstrating products and materials where required
- Responsible for all marketing literature, collateral, and brochures ensuring they are up to date on the show site and available for the consultants
- Providing Marketing literature support, creating new and updated sales collateral with Marketing functions Handling Marketing Competition winners and prizes
- Co-ordinating artwork and designs with Marketing Company to create vibrant and effective point of sales material
- Taking overflow sales calls and booking appointments where necessary

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Operation Administration Apprentice, Olney, £6.50 per hour

Established in 1977, our client is one of the UK's leading sash window manufacturers. They pride themselves on delivering exceptional quality and variety of windows at affordable prices. Due to their continued growth and success, they are now looking for an eager business admin apprentice to join their ever-growing Production and Operations department

Daily duties include:

- Data collection and input
- Liaising with production, procurement, transport, and facilities and update relevant systems and colleagues
- General administrative duties; inputting information, responding to emails and calls
- Updating and monitoring Excel spreadsheets
- Processing general paperwork and producing reports for management
- Involvement in departmental projects

Customer Service Apprentice, Northampton, £12k - £14k per annum

Our client provides smart and flexible ways to sign in staff, visitors and contractors. With a community of over 9500 sites across 50 countries, this company is one of the world's fastest growing visitor management platforms. The business is made up of a group of software developers and a customer experience team, delivering brilliant features and customer service to our ever growing community. Their four core values are Respect, Responsibility, Positivity and Honesty.

An exciting new role has been created for an apprentice, combining customer support and administration. The company are looking for someone to deliver an outstanding customer experience for new and existing customers and resellers, while helping the company to grow by gaining new customers.

Duties Include:

- Answering calls and enquiries
- Managing online chats and the shared email inbox
- Processing Orders from receipt of order through to despatch
- Providing quotations to prospects and customers
- Liaise with customers regarding order progress
- Provide excellent customer service at all times
- Develop full knowledge of the product
- Demonstrating on video calls and face to face

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Customer Service Apprentice, Northampton, £5 per hour

The company was founded in 1990 by the client following his long tenure with the UK largest Security provider at that time. Our client has continued to organically grow and now boasts an enthusiastic, professional and committed team of employees, an extensive wide- ranging client base and accreditation to both solidify and support the importance of customer service that they first instilled over 30 years ago.

They are now looking for a Customer Service Apprentice to join their engineering department.

Key responsibilities:

- Logging Completed Paperwork on Checklists and identifying missing paperwork from those Checklists
- Requesting missing checklist details from Engineers
- Using Completed Paperwork to create templated bespoke Instructions for Maintenance & Monitoring
- Adding new installs to Maintenance diary
- Booking Annual Maintenance visits and repairs directly via email or phone.
- Liaising with Engineers to ensure they meet their diarised appointments
- Printing Job Sheets, noting details and passing to accounts for invoicing or sales to quote
- Summarising weekly vehicle tracker reports
- Logging repair quotes and allotting quotation references
- Supporting order and delivery of hardware from suppliers
- Updating the internal Issues Attack Plan to identify system recurring errors and reporting those errors
- Archiving and noting engineers completed maintenance paperwork following visits
- Liaising between Engineers Manager and Sales Manager to detail Install dates to calendars
- Keeping logs of Engineers Training and Compliance Requirements
- Preparing NSI and ISO paperwork for Annual Audit

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Asset Management Administration Assistant, Northampton, £13k - £14k

Our client is an authorised and regulated by the Financial Conduct Authority. As both a Chartered Financial Planning Firm, a Discretionary Asset Manager and Tax planning specialist they combine the three skills to ensure a seamless delivery of all services to their clients.

They are now looking for an asset management administrator to join their growing team. They are looking for someone who is a good communicator, IT Literate and someone who takes pride in their work.

Some of the duties include:

- Managing phone calls/visitors coming into the building in a polite and professional manner
- Dealing with the daily post in a timely fashion. Flagging any urgent and time critical post items, including cheques, to the Administrative Supervisor
- Setting up and maintaining client files and ensuring all paperwork is filed / scanned correctly
- Adding new clients onto Enable back office system and creating activity entries, as required.
- Day to day processing of application forms and administration forms for Wealth Management.
- Following up all faxes and forms sent, to confirm safe receipt and anticipated turnaround time.
- Ensuring the cheque register is kept up to date and is accurate.
- Maintaining records of all client and administrative contact; retaining on file and inputting on back office system.
- Monitoring stock levels of stationery and advising the Client Services Manager when low.
- Data entry – spreadsheet work
- Typing up letters and emails
- General office duties.

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Office Management Apprentice, Kettering, £260 per week

The company are independent financial advisors that offer a range of financial services including investments, mortgages and pensions. With the head office in Kettering and virtual offices in Stamford and London they are now looking for an Office Administrator Apprentice to join their team in the Kettering Office.

This is a great opportunity for someone who is looking to start their career with a well-established company and the opportunity to further their career and development within an office environment.

Duties include:

- Open and distribute the post (stamp dating if necessary) and scanning it on to the database daily.
- Be responsible for the Royal mail post including taking the post to the post box on a rota basis.
- Answering the phone, being able to take messages and pass on to the appropriate person.
- Answering the door and greeting any visitors to the building, making sure that all visitors comply with site regulations.
- Keep company database up to date.
- Registers and logs kept up to date.
- Update and maintain the social media.
- Support marketing activities.
- Make refreshments as required
- Use of office equipment including scanner, printer, copier, binder, shredder and franking machine
- Communicate with colleagues on compliance matters as they arise highlighting any areas of specific interest.
- Assist the Office Manager/Compliance Officer on administrative or office-based tasks.
- Take an appropriate role in any seminars and events arranged by the company.

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