

Good Morning All,

Please see below this week's jobs bulletin:

1. Foreman
2. Painter
3. Joiner
4. Aircraft Crate Packer
5. PT Packer / Driver
6. Support Worker
7. Care Home Team Leader
8. Roofer
9. Multi skilled Trades Person
10. Painter and Decorator
11. Estimator
12. Administrator
13. Reception/Administrator
14. Bilingual Speakers – Chinese, Japanese, French, Spanish & Portuguese
15. Business Admin Apprentice (Aged 16 – 18)
16. Kitchen Porter
17. Line Chef
18. Crew Member
19. General Maintenance Person
20. Customer Care
21. Business Administrator
22. Manual Lathe Operator
23. SIA Security

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT125

Job Title: Foreman

Job Description:

The Foreman is responsible for assessing job priorities and assigning workers accordingly. They need to make sure that work is on schedule and within budget

Main Duties:

- Accepting job file - understanding content, asking questions
- Getting job out - ensuring manufacture
- Ensuring correct build - loading list
- Dismantling job - ensuring no damage, correct storage where specified
- Quality control - all preparation and completed work incl. sub-contractor work
- Daily time keeping reporting incl. signing off of crew submitted time sheets
- Day to day management of crew - on site and in shop
- Managing the expenditure on the project - ensuring within estimate
- Training new employees
- Instructing on site workers - ensuring build / dismantle times met
- Responsible for Foreman's plant - ensuring plant off hired / not damaged
- Delegating, without abdicating, responsibilities
- Conducting 121s and appraisals for their Team in accordance with Company policy and procedure
- Accountability for ensuring all Health, Safety and Security (HSS) process requirements and compliance needs are effectively managed and satisfied for audit purposes.

Skills Required:

- Proven experience of working in an exhibitions / event management environment.
- Excellent verbal communication skills.
- Ability to continuously prioritise and work effectively under pressure.
- Highly organised with excellent attention to detail.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:

Permanent

Hours:

Flexible approach to working shift pattern – 40 core hours.

Salary:

Basic salary range £30,000 - £35,000 depending on experience, the right candidate could be earning in excess of £50,000.

Region:

Salford – Role will involve travelling

Closing Day:

ASAP

How to apply:

search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT121

Job Title: Painter

Job Description:

Looking for a hard working and reliable individual to join our expanding team.

Main Duties:

- Apply paint to surfaces including canvas, walls, floors, doors, and cabinets.
- Mix, match, and apply paint, varnish, shellac, enamel, and other finishes.
- Scrape, sandpaper, prime, or seal surfaces prior to painting.
- Clean walls to ensure proper adherence.
- Cover surfaces with cloth or plastic to ensure protection.
- Calculate amounts of required materials and estimate costs.
- Fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.
- Erect movable and immovable staging and various rigging to gain access to difficult areas if required; moves furniture and equipment as necessary.

Skills Required:

- Time served
- Must hold Valid CSCS card
- Travel and overnight stay is required

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type: Permanent	Hours: Full Time - overnight and travel a must	Salary: TBC
Region: Salford	Closing Day: ASAP	How to apply: search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT122

Job Title: Joiner

Job Description:

Looking for a hard working and reliable individual to join our expanding team.

Main Duties:

- Cutting and shaping timber for events / exhibitions incl. doors, cupboards and frames
- Making and fitting wooden structures
- Making and assembling fitted and free-standing furniture
- Installing cupboards and shelving
- Building temporary wooden supports e.g. stages
- Making and fitting interiors in shops, bars, restaurants, offices and public buildings
- Constructing stage sets for exhibitions, museums, theatre, film and TV productions

Skills Required:

- Time served
- Must hold Valid CSCS card
- Travel and overnight stay is required

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:
Permanent

Hours:
Full time Overnight and travel a must

Salary:
£14 PH
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Region:
Salford

Closing Day:
ASAP

How to apply:
search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT94

Job Title: Aircraft Crate Packer

Job Description:

Looking for a hard working and reliable individual to join our team. Must be willing to undertake training.

Main Duties:

- Packing air craft crates and shipping them out
- Undertake all training

Skills Required:

- Clean DBS check
- Be able to commute to Irlam
- Be able to work overtime and be flexible

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:
Permanent

Hours:
Full Time:
8am – 4pm, Mon – Fri

Lots of overtime available!

Salary:
NMW until trained. £8.10 once trained.
Overtime will be paid at time and half then double time after first 2 hours.

Region:
Irlam – very close to Train Station!

Closing Day:
ASAP

How to apply:
search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT120

Job Title: PT Driver / Packer

Job Description:

Driver needed to deliver bespoke parcels across NW. Will also be required to package items.

Main Duties:

- Packing items to a high standard
- Deliver items to various sites across Manchester and NW.

Skills Required:

- Clean DBS check
- Full UK driving licence

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:	Hours:	Salary:
Permanent	16 hours per week – Mon - Fri	NMW
Region:	Closing Day:	How to apply:
Salford, M50	ASAP	search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT115

Job Title: Support Worker

Job Description:

To work within a team to provide care and support services for adults with learning and/or physical disabilities, and/or behaviours that may challenge; which aims to maximise the potential of individuals in line with ordinary life principles.

Skills/Abilities:

- Proven ability to work on own initiative and as part of a team
- Knowledge and understanding of issues relating to people with learning disabilities
- A commitment to a service which provides support to vulnerable individuals, and which is respectful and according to the individuals' wishes.
- Good communication skills (verbal and written). Ability to communicate effectively with Clients, colleagues, managers and other persons with a legitimate interest in the project.
- Commitment to training and development.

Desired:

- Flexible and innovative approach to working
- Knowledge of care planning systems
- Empathy with the concept of Social Role Valorisation/Principle of Ordinary Living
- Decision-making and problem-solving skills

Experience:

Required:

- Experience of working in a multi-disciplinary setting

Desired:

- Experience of working in a care/support setting, ideally within learning disability services.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:

Permanent

Hours: Shifts -

3 on 3 off / 2 on 2 off (Days)

8AM- 10PM

4 on 4 off (Nights)

10PM – 6AM

Salary:

NMW

Region:

Eccles

Closing Day:

ASAP

How to apply:

search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT116

Job Title: Care Home Team Leader

Job Description:

To work as leader of the team in the provision of care and support services for people with learning and/or physical disabilities, and/or behaviours that mat challenge; which aims to maximise the potential of each individual in accordance with ordinary life principles.
To take charge of the Care Centre in the absence of the Home Manager.

Skills/Abilities

Required:

- Proven ability to work on own initiative and as party of a team.
- Knowledge and understanding of issues relating to people with learning disabilities.
- A commitment to a service which provides support to vulnerable individuals, and which is respectful and according to the individuals' wishes.
- Good communication skills (written and verbal). Ability to communicate effectively with Clients, colleagues, Managers and other persons with a legitimate interest in the project.
- Commitment to training and development.
- Ability to review and monitor care plans.
- Working knowledge of care planning systems.
- Experience of monitoring and evaluating services.
- Proven ability to make decisions and solve problems.
- NVQ Level 3 in social care (or must be willing to work towards and achieve minimum of Level 3 within a given timescale)

Desired:

- Flexible and innovative approach to working.
- Empathy with the concept of Social Role Valorisation/Principles of Ordinary Living.

Experience:

Required:

- Experience of working in a multi-disciplinary setting
- Experience of managing/supervising staff
- Minimum of 12 months in a similar setting, ideally with people with learning disabilities.

Desired:

- Experience of team leader role

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type: Permanent	Hours: Various Shifts - 3 on 3 off / 2 on 2 off (Days) 8AM- 10PM 4 on 4 off (Nights) 10PM – 6AM	Salary: TBC
Region: Eccles	Closing Day: ASAP	How to apply: search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT117

Job Title: Roofer

Job Description:

We are looking for somebody with all round knowledge of the building / property maintenance trade. Ideally the successful candidate will have building skills and experience in roof work, joinery, plastering and pointing and must have at least 3 years experience working in a construction environment

Main Duties:

- Maintain buildings and properties
- Driving to and from various sites across the North West
- Undertake tasks appointed by supervisor

Skills Required:

- All round knowledge of property maintenance
- Building skills i.e. roof work, joinery, plastering and pointing
- Minimum of 3 years experience working in construction / property maintenance environment
- Full UK driving license (max of 3 points)
- **MUST HAVE ROOFING EXPERIENCE**

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:

Permanent

Hours:

Mon – Fri, 7am - 4pm

Salary:

£21,112 PA

Region:

Swinton

Closing Day:

ASAP

How to apply:

search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT118

Job Title: Multi Skilled Trades Person

Job Description:

We are looking for a team of multi skilled tradesperson to join our growing company. This requires multi skilled tradesmen. A van will be supplied with tools. We expect you to be able to run a job from start to finish. Good timekeeping and efficiency is required for this project along with hard work. Work requires skills such as plastering, plumbing, tiling and all minor types of repair works

Main Duties:

- Maintain buildings and properties
- Driving to and from various sites across the North West
- Undertake tasks appointed by supervisor

Skills Required:

- We are looking for somebody with all round knowledge of the building / property maintenance trade. Ideally the successful candidate will have building skills and experience in roof work, joinery, plastering and pointing and must have at least 3 years experience working in a construction environment
- Full UK Driving Licence would be an advantage

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type: Permanent	Hours: Mon – Fri, 7am - 4pm	Salary: TBC at interview
Region: Swinton	Closing Day: ASAP	How to apply: search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT119

Job Title: Painter and Decorator

Job Description:

We are looking for a Qualified or time served Painter and decorator, to work for a property maintenance company along side local housing providers.

Main Duties:

- Measuring surface areas to work out what materials are required to complete the job.
- Stripping off existing wallpaper or paint
- Preparing surfaces with primer or undercoat
- Applying layers of paint and / or hanging wallpaper
- Keeping the work area clean and tidy

Skills Required:

- Ability to work alone or as part of a team
- Good interpersonal skills
- Ability to learn new skills
- Would be preferential to hold a driving licence

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:

Permanent

Hours:

Mon – Fri, 7am - 4pm

Salary:

TBC at interview

Region:

Swinton

Closing Day:

ASAP

How to apply:

search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT109

Job Title: Estimator

Job Description:

We are looking for **estimator** with a steel fabrication background.

Main Duties:

- Carry out site surveys and prepare and submit quotations and cost summaries
- Estimating and winning new contracts
- Arranging and attending client meetings
- Monitoring projects to ensure costs are kept in line with quotations

Skills required:

We require an all-rounder, who can hit the ground running, has good technical ability, and:

- Proven experience as an estimator
- Attention to detail and experience reading steelwork drawings
- Experience of preparing cost estimates for customers
- Good understanding of steelwork fabrication
- Good communication, relationship/account management skills
- A full UK driving license

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type: Permanent	Hours: Variable	Salary: TBC
Region: Salford	Closing Day: ASAP	How to apply: search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT111

Job Title: Administrator

Job Description:

The Administrator is responsible for providing a professional and proactive effective administration service to the Company, in particular to the Project Management Team.

Main Duties:

- Ensuring that all administration matters are dealt with in a confidential, professional, prompt and efficient manner.
- Providing administration support including; updating of databases inc. CRM, conference / meeting room booking for Company, ensuring Journey Planning log is complete week by week for Company, credit card purchasing and required audit trail, ordering stationery, minute taking when required, this is not an exhaustive list.
- Maintenance of Purchase Order log in accordance with internal processes.
- Travel and accommodation booking for Company – liaising with management to ensure paperwork is correct, liaising with externals, ensuring accounts are correct for preferred accommodation suppliers.
- Organising and storing paperwork, documents and computer-based information inc. archiving data.
- Scanning and filing documentation, uploading to computer systems as appropriate.
- Photocopying and printing various documents, sometimes on behalf of other colleagues.
- Answering the phone and ensuring messages are passed on.
- Ensuring all administration process requirements and compliance needs are effectively managed and satisfied for audit purposes.

Skills required:

- Proven administration experience.
- Experience of undertaking confidential work in a sensitive manner.
- Computer literate, using Microsoft Packages and database systems, including data entry.
- Effective organisation skills.
- Effective communication skills, both written and oral.
- Excellent Must be able to work on own initiative and also as part of a team.
- Ability to work well under pressure and be resilient.
- Ability to meet deadlines and targets.
- Ambition and determination to succeed.
- Flexible, able to work additional hours if required.
- Highest standards of integrity and honesty.
- Systematic and highly organised.
- Resourceful and self-motivated.
- Ability to deal with confidential matters with tact and diplomacy.
- Attention to detail.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type: Permanent	Hours: 9-5 Mon- Fri	Salary: £15 - £20,000 P.A
Region: Salford	Closing Day: ASAP	How to apply: search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT114

Job Title: Reception/Administrator

Job Description:

We are looking for a passionate individual to join our team working 40 hours per week to provide exceptional day to day support services to the Reception and Facilities team and the wider office to help deliver 5 star Reception role as well as Facilities cover.

Main Duties:

- Man Reception desk
- Take ownership and responsibility in providing support and resolution for our clients teams ensuring a 5 star service is experienced by all.
- Ensure you are the go to contact for all floor occupants and visitors
- Build positive working relationships at all levels with colleagues and clients, and be visible and available at all times
- Have a full working knowledge of the building including all appropriate services and evacuation procedures, understanding where your role fits in with both
- Monitor print hubs, MFDs, Kitchenettes, general office stationery and general cleanliness. Re-stock and clean where appropriate.
- Ensure the Post room is fully functioning collecting incoming mail/courier and ensure the timely processing of this. Also despatch all outgoing items
- Provide meeting room reconfiguration as and when required
- Supervise outside contractors such as confidential waste, Zip Tap, coffee machines, vending machines engineers etc.
- Provide support to other areas of the Anabas contract on this site as and when required
- Ensure all stock is monitored and audited for compliance and so ensure the right levels are in stock at all times
- Ensure the main coffee machines are clean and in good working order at all times
- Ensure the catering consumable items in the kitchenettes are full and tidy at all times

Skills required:

The role is highly customer focussed and ideally, candidates will already have experience in client facing Reception roles or client service environments.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:

Permanent

Hours:

40 per week, 9-5, Mon – Fri

Salary:

£21,000 PA

Region:

Salford Central

Closing Day:

ASAP

How to apply:

search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-MS19

Job Title: Bilingual Speakers – Chinese, Japanese, French, Spanish & Portuguese

Job Description:

Are you fluent in English and another language? Can you analyse data? Are you experienced in modern office methods? Do you have an interest in business or financial markets? Can you work flexibly? If yes please send us your CV.

Our client is one of Europe's leading publishers of electronic business information. With 32 offices in 24 major cities around the world, the company employs over 500 professional full-time staff. The company is best known for its large range of international company information products which combine multiple high-quality data sources with flexible, state-of-the-art software to allow users to manipulate data for research, financial analysis and marketing intelligence.

Please ensure you have met the language speaking requirements for this role.

Main Duties:

- Gathering private data for companies primarily via internet-based research and through the sourcing of SEC filings
- Analysing specific elements of the data to determine whether or not they meet the criteria for the database
- Maintaining a clear and concise database to ensure that records are up to date, accurate and comprehensive

Essential Skills:

- Must be competent in Excel and Word
- Highly organized and capable of delivering structured work processes
- Excellent verbal and written communications skills
- Ability to work on own initiative to tight deadlines
- Attention to detail and excellent time management skills
- Highly professional manner

Desirable Skills:

- Experience in a similar role
- A genuine interest in business, corporate finance and the financial markets, particularly M&A
- Flexible with holidays and working hours
- Financial acumen
- Multilingual skills are highly desirable

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:	Hours:	Salary:
Permanent	Mon – Fri, Full Time	£16,000 PA
Region:	Closing Day:	How to apply:
Salford Quays	ASAP	search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT97

Job Title: Business Admin Apprentice (Aged 16 – 18)

Job Description:

We are looking for a Business Admin Apprentice to complete basic admin tasks whilst completing Level 2 NVQ in Business Administration.

Skills Required:

- Aged 16 – 18 years old
- Willing to complete coursework
- Interest in administration
- A-D Maths & English
- Computer literate including modern office methods

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:

Permanent

Hours:

Between 8am – 6pm, Mon – Fri

Salary:

Apprenticeship wage

Region:

Wardley, Swinton - Salford

Closing Day:

ASAP

How to apply:

search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT86

Job Title: Kitchen Porter

Job Description:

Ensure basic cleaning jobs are carried out as quickly as possible. Collect and wash up pots and pans. Clean food preparation areas and equipment, in addition to crockery and cutlery. Unload food and equipment deliveries. Training will be provided.

Main Skills:

- Ability to carry out tasks quickly
- Ability to work on your own and use your initiative
- Ability to remain calm under pressure
- Ability to follow instructions

This role will include weekend and evening work.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:
Permanent

Hours:
Full and Part Time available

Salary:
Starting at £7.50 PH

Region:
Trafford Centre

Closing Day:
ASAP

How to apply:
search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-WT87

Job Title: Line Chef

Job Description:

We are looking for a professional line cook to prepare food to the exact chef's specifications and to set up stations for menu. Line cook duties will consist of assisting the executive and sous chef with their daily tasks. The successful candidate will play a key role in contributing to our customer satisfaction goals. Full training will be provided

Main Duties:

- Set up and stocking stations with all necessary supplies
- Cook menu items in cooperation with the rest of the kitchen staff
- Answer, report and follow executive or sous chef's instructions
- Clean up station and take care of leftover food
- Stock inventory appropriately
- Ensure that food comes out simultaneously, in high quality and in a timely fashion
- Comply with nutrition and sanitation regulations and safety standards
- Maintain a positive and professional approach with co-workers and customers

This role will include weekends and evening work.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:

Permanent

Hours:

Full and Part Time available

Salary:

Starting at £7.50 PH

Region:

Trafford Centre

Closing Day:

ASAP

How to apply:

search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-MS56

Job Title: Crew Member

Join us and you'll become part of a crew, or a team, that works together to provide the best quick service, family restaurant experience – by far. If you've visited one of our restaurants before, you've probably got some idea of what's involved in working here. But you might not realise the variety and scope of the role. Specific responsibilities that involve serving customers include working behind the counter on the till and being out in the dining areas looking after our customers' needs.

We're looking for a genuine smile plus an ability to connect with customers and make them feel valued.

Main Duties / Responsibilities:

- Prepare food to company standard
- Provide excellent customer service at all times
- Working in our fast moving, high energy environment
- Adhere to health and safety standards at all times

Skills Required:

- Confident in approaching and dealing with diverse groups of people
- Friendly, courteous and helpful
- Work well as part of a team
- Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must
- You'll also need to understand the importance of maintaining high standards of quality and service as well as cleanliness
- The ability to maintain high energy levels whilst working both efficiently and productively is essential
- Your appearance should be smart and clean as you will be working with food

This role will include evening, night and weekend work.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:
Permanent

Hours:
Full and Part Time available. 24 hour Business, flexible working is a must various shift patterns including nights & weekends

Salary:
NMW for age

Region:
Across Salford

Closing Day:
Ongoing

How to apply:
search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-MS59

Job Title: General Maintenance Person

Join us and you'll become part of a crew, or a team, that works together to provide the best quick service, family restaurant experience by far. If you've visited one of our restaurants before, you've probably got some idea of what's involved in maintaining a restaurant.

Main Duties / Responsibilities:

- Maintaining outside landscape and carparks
- Painting and varnishing
- Maintaining parking facilities
- Completion of non-electrical small equipment repairs
- Manual handling
- Operating the store efficiently by maintaining the equipment and building in prime condition
- Work with external contractors to make sure repairs are carried out with minimal disruption to customers

Skills Required:

- Confident
- Understand the importance of maintaining high standards of quality and service as well as cleanliness
- Ability to maintain high energy levels whilst working both efficiently and productively is essential
- Appearance should be smart and clean

This role will include evening, early morning and weekend work.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type: Permanent	Hours: Various shift patterns	Salary: NMW for age
Region: Across Salford	Closing Day: Ongoing	How to apply: search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-MS60

Job Title: Customer Care

As a Customer Care Assistant, think of yourself as the face of your restaurant. In a nutshell, you'll deal with customers and make sure everything runs as it should in the customer areas.

Quite simply, you'll be working in our fast moving, high energy environment and we're looking for a genuine smile plus an ability to connect with customers and make them feel valued.

Main Duties / Responsibilities:

- Establish and maintain positive communication with customers at all times
- Keep manager informed about customer satisfaction
- Making children feel welcome
- Handing out balloons
- Looking after customers' specific needs
- Keeping high standards of cleanliness in the dining area and toilets
- Helping to create a warm and welcoming atmosphere
- Take part in the planning and implementation of children's parties, coffee mornings, children's competitions and other special events organised by your restaurant

Skills Required:

- Confident in approaching and dealing with diverse groups of people
- Friendly, courteous and helpful behaviour will come naturally to you
- Work well as part of a team
- Effective communication skills such as attentive listening, face-to-face verbal communication and eye contact are a must
- Understand the importance of maintaining high standards of service as well as cleanliness
- Maintain high energy levels whilst working both efficiently and productively is essential
- Your appearance should be smart and clean

This role will include early morning, evening and weekend work.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type: Permanent	Hours: Various shift patterns	Salary: NMW for age
Region: Across Salford	Closing Day: Ongoing	How to apply: search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-MS58

Job Title: Business Administrator

Working alongside the business owner, you will be responsible for the running and development of an Office Rental and Storage Business.

Main Duties / Responsibilities:

- Running of rental office space.
- Processing customer orders in a timely manor
- General administration
- Customer service, both in person and telephone based
- Assist owner and other staff as and when required

Skills Required:

- Computer literate
- eBay sales experience
- Sales and marketing experience
- Excellent time management
- Admin experience
- Be able to work of own initiative with minimal supervision
- Excellent customer service

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:

Permanent

Hours:

16 hours a week, flexible hours
between 8am - 6pm Mon - Fri

Salary:

NMW

Region:

Salford

Closing Day:

ASAP

How to apply:

search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-AT06

Job Title: Manual Lathe Operator

Are you engineering minded? Can you get to Blackfriars? Can you work Saturday mornings? If yes we would love to see your CV!

We are looking for somebody who has a manual engineering background / experience to join a family run business based on Blackfriars, Salford. We are looking for a good all rounder for our busy workshops which offer a wide range of engineering services, you would be working as part of a great team in a job that has a lot of variety.

Main Duties / Responsibilities:

- Turning / screw cutting
- Milling
- Centre lathes
- Stripping items down for repair
- Using steel manual lathe machine
- Pipe work
- Making plant fitting equipment

Skills Required:

- Manual engineering experience / background
- Welding experience would be an advantage
- Experience using hand tools
- Reliable and good time management

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type: Permanent	Hours: 42 hour week, Mon - Fri – 08:30am - 17:30pm & alternate Saturday Mornings - 08:30am - 12:30pm	Salary: Negotiable depending on experience
Region: Salford - Blackfriars	Closing Day: ASAP	How to apply: search@theworkcompany.co.uk

Jobs Bulletin

SEARCH
Salford Employment and Recruitment City Hub

Reference Number: SEARCH-VAC-MS24

Job Title: SIA Security

Job Description:

Candidates must hold an SIA badge in order to apply.

Main Duties / Responsibilities:

- Building site security
- Night time security
- Concierge roles
- Varied security work

Skills Required:

- SIA badge
- Good time management
- Experience is preferable

Flexible Hour options - *We have people who work 1-2 shifts per week through to people who work 6 or even occasionally 7 shifts. Some guards work days, some nights. So we have a real variety of work to offer suitable candidates.*

This role will include evening, night and weekend work.

All candidates applying must be eligible to work in the UK with at least one formal proof of identification and must have their own bank account.

Contract Type:
Permanent

Hours:
Zero hours contracts – Please see above (Majority of work will be evenings and weekends)

Salary:
NMW

Region:
Salford

Closing Day:
Ongoing

How to apply:
search@theworkcompany.co.uk