

20 May 2019

## Brand new job vacancies!

### **Admin and Reception Apprentice at Torr Waterfield.**

A leading independent accountancy practice in Leicester is seeking an Administration Assistant / Receptionist to offer general administrative support throughout the organisation. The successful candidate will be reliable, have good written and verbal communication skills, a professional attitude and friendly personality.

Salary – £7,800 per annum ( ie £150pw)

Monday – Thursday: 8:30am to 5:15pm (1 hour lunch)

Friday – 8:30am to 5:00pm (1 hour lunch)

Location: Leicester

Closing date for applicants is 7th June 2019

Please apply by sending your CV by email to [barbara.chantrill@leics-ebc.org.uk](mailto:barbara.chantrill@leics-ebc.org.uk)

### **Legal Administration Apprentice with a brand new law firm!**

An administration job within the legal team of a new company, based in Leicester. The new employer are an exciting and innovative company based in Leicester who are looking for an administrative assistant to join their team. The successful candidates job will be to provide support to the legal team, which will be an evolving role.

Location: Leicester

This role is full time Monday to Friday 9.00 – 5.00pm.

Salary: £10,000 per annum.

To apply, please contact [barbara.chantrill@leics-ebc.org.uk](mailto:barbara.chantrill@leics-ebc.org.uk)

### **Business Administration Apprentice at Style Partitions.**

Style provide total UK cover through four strategically located offices for the supply and installation of manual and semi-automatically operated acoustic operable walls, conventional hinged sliding / folding partitions, moveable glass partitions, and the unique fully automated Skyfold Powerlift partition system, plus other associated products. Main objectives include to plan and carry out daily activities, within the Sales, Contracts and Accounts departments of Style Midlands, in accordance with agreed business plans.

Location: Coalville, Leicestershire.

If you would like to apply to this position, please contact [barbara.chantrill@leics-ebc.org.uk](mailto:barbara.chantrill@leics-ebc.org.uk)

### **Apprentice Multimedia Designer with Force Four Creative Ltd.**

Force Four Creative have an exciting opportunity for an apprentice Multimedia Designer to work within the marketing communications and events management industry by supporting our marketing, creative and events projects with website development, digital design, print design and video production.

Location: Market Harborough, Leicestershire.

If you would like to apply to this position, please contact [barbara.chantrill@leics-ebc.org.uk](mailto:barbara.chantrill@leics-ebc.org.uk)

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## **Social Area Closed**

Please be aware that the Social Area **will be closed** to students from 4 - 22 June 2019 – this is due to the ADT Moderation Samples taking place.