

## **CURRENT HUB VACANCIES 20<sup>th</sup> November 2014**

Vacancies are in Perth unless otherwise stated. For further information about any vacancy please contact June Dobie at the Hub on 01738 459612.

### **Counter Assistant**

Local carry out restaurant requires counter assistants mainly evenings and weekends.

### **Sales Processor/Administrator**

An opportunity has arisen within a local company for a sales processor/Admin. The candidate would be expected to have good I.T skills, Customer Service skills and capable of multi-tasking and covering other roles within the business.

### **Horticulture Trainee - Modern Apprentice**

This is a 2-year placement for potential Horticultural Apprentices to work on placements in both the Council's Nursery and also with the Grounds Maintenance teams.

As well as practical experience gained on the job, apprentices are placed on the SVQ Horticulture Level 2 course at Dundee College and also given the opportunity to perform the PA1/6 Pesticide application course and emergency first aid.

This is a fantastic opportunity for someone who has an interest in horticulture and grounds maintenance.

### **Digital Services – Modern Apprentice**

Are you interested in helping PKC to make best use of digital technology to deliver high quality services so people have access to information and services whenever and wherever they want them?

The rate of change in technology is rapid and growth in the uptake of technologies presents huge opportunities for the Council. We have a unique opportunity for a Modern Apprenticeship in the Digital Services Team who will play an important role in supporting us through this change. There is the potential for this to be a 2 Year Placement is successfully completing SVQ Level 2 within the first year.

If you are an enthusiastic individual with good communications skills, passionate about providing excellent customer service and a willingness to learn then this could be the job for you.

The successful candidate will have a diverse role which includes the improvement and maintenance of the Council's website and intranet, analysis of information to help inform changes and supporting colleagues in the development of digital services.

**Support Workers** – Providing care to people in their own home, assisting with daily living, general housekeeping, personal care and meals and medication.

**Trainee Groom** – Mucking out stables, grooming and care of horses and ponies, leading and handling horses, assisting in any maintenance jobs around the yard, grooming at shows and competitions, opportunity to ride and compete if appropriate. Own horse may be welcome and a modern clean static caravan is available for the successful candidate if required.

**Sales Assistant –Temporary Seasonal 16-25 hrs.**

Card and gift shop require an enthusiastic sales person. Must be flexible to cover extra hours over the Christmas period must be available to work Saturdays/Sundays .

**Counter Assistant – Permanent Full Time (Builders Merchant)**

Candidate must be honest, reliable and interested in working, punctual, able to perform mathematical calculations as dealing with Cash, VAT and Trade Discounts. Good communication skills both with the staff and customers.

**General Assistant Permanent Full Time (New business start up)**

To assist the owner of the business to carry out repairs and installations of windows, doors and locks. No experience necessary but an interest in joinery would be an advantage, physically fit, hardworking and reliable. Initially would also assist with leaflet drops and marketing the business to gain customers.

**Junior Sales Administrator Permanent Full Time (Carpet Retailer)**

Would suit school leaver/college leaver

Looking for enthusiastic person with Secretarial/Admin skills, good written English, Organised, and Problem solving skills and friendly fun character to fit in with team.

**General Assistant Full Time**

Painter/Decorator requires general assistant to help in all aspects of painting/decorating and plastering. No experience necessary as long as keen and willing to learn. Good timekeeping and attendance record.

### **Apprenticeships**

Bricklayers/Painters

### **Store person Full Time Monday - Friday**

Loading/unloading goods, stacking goods on shelves, mixing paints, general cleaning keeping premises tidy.

### **Social Care Officers – Blairgowrie – own transport essential.**

Blairgowrie – Duties; Personal Hygiene, meal preparation and domestic cleaning. Own transport essential, no experience full training will be provided

### **Business Admin Apprentice**

Good communication skills, I.T. Literate, educated to at least Standard Grade in Maths and English

### **Office Junior – Full time permanent (Local Solicitors)**

I.T skills, Banking, Reception, dealing with clients, making appointments, total confidentiality required as dealing with Sherriff Court.