

Thursday 19<sup>th</sup> September 2024



# VACANCIES

**Week Beginning:**

***Thursday 19<sup>th</sup> September 2024***

**Area:**

**Central London Jobs**

**For More Information Email:**

**sibert@pdt.org.uk**

**Telephone:**

**020 72668255**

**\*\*For further information or to get an electronic copy of these opportunities please send request by email to the address above \*\***



**#npop**

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## PDT Head of Health and Climate (Maternity Cover)

**Hours:** Full time (4-day week considered)

**Salary:** £48k – £52k (depending on experience)

**Contract:** Fixed Term 12-month Maternity Cover Jan to Dec 2025

**Annual leave:** 25 days per year + bank holidays

**Reports to:** Deputy Chief Executive

**Location:** Hybrid working – home and PDT offices in North Westminster

**Deadline:** Monday 14th October 2024 at 5:00pm

We are looking for an experienced project and people manager to oversee our exciting, community-embedded health and climate programme at Paddington Development Trust, a dynamic place-based charity that has been working with communities in North Westminster for over twenty years.

We are looking for someone with a passion for empowering individuals and communities around their health, wellbeing and climate action. The successful candidate will also have a strategic outlook, excellent organisational skills and experience of managing multiple projects and people.

In line with our Investors in People Gold status, we are looking for someone who has the skills and understanding to empower and enable their staff to take ownership, innovate and feel fulfilled in their roles.

This is an excellent opportunity for a highly skilled project manager to apply their skills and experience to a senior role, including becoming part of PDT's Senior Management Team.

PDT's Health and Climate Programme consists of a staff team of 22 covering four Community and Maternity Champions projects in Queens Park, Harrow Road, Westbourne and Church Street, Westminster Maternity Champions, North Paddington Climate Champions and a team of Community Health and Wellbeing Workers in Church Street.

**The closing date for this post is 5:00pm on Monday 14th October 2024.**

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## Nursery Lunchtime Assistant - Part Time

Salary £11.44 per hour + amazing benefits  
Location Brixton, SW9  
Hours Part Time, Mon to Fri, 1-6pm

**If you love children, this could be the job for you**

### A bit about the role

"I like the teamwork here. They've given me a lot of skills to help develop my career." - Estefania, Early Years Assistant

If you like being around children and want a job that fits around your commitments, this could be a great role for you. You'll typically work part-time hours between 11.30am and 2.30pm, and our nurseries run all year round.

You'll supervise meals, tidy up efficiently, help soothe children to sleep and support activities for children who are not sleeping.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need.

### You will need:

- The right to work in the UK
- To be able to work all year round
- A strong work ethic
- An ability to safeguard and protect children
- To be positive, reliable and friendly

### What's in it for you?

- Lots of training, promotions and a good salary for the sector
- Generous pension at 7% from us (1% from you)
- 70% discount on childcare fees
- Up to 35 days off a year, including 8 bank holidays, 3 days off between Christmas and New Year, and your birthday (pro-rated for part-time hours)
- Sector-leading parental leave
- Many other benefits that take care of you, including access to a wellbeing app, shopping discounts, annual conference and money for team celebrations

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## Early Years Assistant Carlton Hill Nursery and Pre-School

Salary: £23,795 per annum + amazing benefits  
Location: Maida Vale, NW8  
Hours: Full Time  
Closing: 31/10/2024

**If you love children, this could be the job for you**

### A bit about the role

If you're a natural with children and want to find out if childcare is for you, this could be a great next step.

You'll support the nursery team in supervising fun activities, caring for the children and keeping them safe and happy.

As part of the team, you might take the children on a train to the Science Museum, hop on a bus to make friends at a nearby LEYF nursery, or join in baking sessions with the children and your nursery chef.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need. Whether this is your first step into work or you're looking for a career change, age is no barrier.

### You will need:

- The right to work in the UK
- To be able to work all year round
- A strong work ethic
- An ability to safeguard and protect children
- To be positive, reliable and friendly

### What's in it for you?

- Lots of training, promotions and a good salary for the sector
- Generous pension at 7% from us (1% from you)
- 70% discount on childcare fees
- Up to 35 days off a year, including 8 bank holidays, 3 days off between Christmas and New Year, and your birthday (pro-rated for part-time hours)
- Sector-leading parental leave
- Many other benefits that take care of you, including access to the Wellbeing app, shopping discounts, annual conference and money for team celebrations

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## Visitor Assistant

Salary: Up to £13.10 per hour  
Contract type: Contract Permanent  
Hours: Full time  
Closing: 06/10/2024

Do you enjoy providing memorable experiences? Can you actively engage and share various messages to a range of people?

### About the role

Our Visitor Experience Team have part time and full time Visitor Experience Assistant opportunities, for permanent contracts.

#### The following hours are available:

- \* 35 hours per week - 7 hours per day (usually 9:15 - 5:15, 9:30 - 5:30 or 10-6) on a fixed rota pattern working every other weekend.
- \* 25 hours per week - 5 hours per day (usually 10-3 or 11-4) working Monday to Friday.
- \* 14 Hours per week - 7 hours per day (usually 9:15 - 5:15, 9:30 - 5:30 or 10-6) every Saturday and Sunday.
- \* 10 Hours per week - 5 hours per day (usually 10-3 or 11-4) every Saturday and Sunday.

Regardless of your experience in customer-based roles if you're eager to bring on board your communication skills and proactivity, we want to hear from you!

You will provide industry leading customer service; handle sales and cash; manage queues; usher customers; promote Gift-Aid and donations; and provide information to our visitors. Assisting the department reach its targets, you will also proactively up-sell Museum's attractions.

We find that colleagues get the most from their time at the Museum when they are the most engaged versions of themselves. And we pride ourselves to be a vibrant work environment welcoming and attracting a diverse range of people.

Assessment Centre expected in person 10 - 11 October  
Anticipated start date 11 November

### About you

You have great communication skills, and a friendly and accommodating attitude. You have a high-level of customer service or willingness to swiftly acquire the skills to become truly visitor focused.

You are great with a range of different people and are a keen team player who enjoys working with and supporting others.

You're keen to facilitate an environment where our visitors feel welcome and comfortable; whilst possessing the confidence to actively approach, and engage with visitors to understand their needs, or to promote Museum activities. You enjoy working during busy Museum periods, remaining focused and taking initiative.

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# Accounts Assistant

Pay: £30-35k + Annual discretionary bonus

Hours: 08:30-17:00hrs (Not contracted, but the practical working has been 2 days WFH, 3 days in office for the past 3 years for everyone!)

Holiday: 25 Days plus Christmas break.

## The successful candidate will have the following responsibilities:

- To chase up tenant arrears, keep up to date commentary on older outstanding arrears and flag where there are bad debt risk concerns
- Assisting the management accountant with the preparation of monthly / quarterly reporting as required
- Attendance at client meetings and presenting on aged debt.
- Assisting the team with purchase ledger queries
- Assisting with budgeting, reconciliation, and cash reconciliation
- Liaison with purchase ledger & treasury teams
- Help the onsite team with administrative and other ad hoc tasks as required.
- Rent review forms
- Invoice processing and enquires
- Dealing with utility and council tax bills and queries

We would expect the successful candidate to liaise with Surveyors and on site staff and also with the specialist teams within the accounts team e.g. treasury. We would also expect the candidate to be confident in dealing directly with tenant queries relating to debt.

We are looking for an organised, driven, and energetic individual who can pick up systems quickly and has experience in credit control. They need to have a proven track record of delivering to a high standard in line with all set deadlines. Ideally we are looking for someone for with relevant experience of working in a property agency environment.

## Job Summary

### Duties/Responsibilities

#### Full Client/Management Accounting:

- Credit control of all tenants and preparation of reporting relating to aged debt
- Knowledge & Experience of Client Reporting in various formats
- Assisting with the production of management accounts and supporting reports in line with Client KPI's
- Assisting with treasury and purchase ledger
- Full Client & Tenant liaison

#### Work with:

- Management and Site Estate Staff
- Purchase ledger
- Treasury
- Surveyors, Facility Management, On-site staff, Associates, Partners



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## Programme Support Officer

Location: St Pancras  
Salary: £27300  
Contract type: Contract Permanent  
Hours: Full time

The Living Knowledge Network (LKN) is a UK-wide partnership of over 30 national and public libraries created by the British Library, which supports libraries to meaningfully connect with their communities by sharing the UK's national heritage and through cultural programming.

### In your role as Programme Support Officer,

you'll help deliver cultural programmes for public libraries, including events, exhibitions and training through providing organisational assistance and feeding into programme planning.

You will support the planning, design, delivery and evaluation of the annual LKN panel exhibition, particularly sourcing and securing copyright clearance for images, creating additional exhibition resources for partner libraries, overseeing the logistics of exhibition panel delivery to all LKN partners and tracking activities organised by LKN partner libraries.

Working closely with the Live Screening Producer, you will provide partner libraries with key information, support materials and marketing assets ahead of LKN events including live streaming events.

For the skill sharing and professional development programme you will research new speakers, analyse participant feedback and market the webinar programme. You will support the promotion of nationwide cultural events and exhibition seasons internally and externally through regularly updating the LKN website, creating content for blogs, contributing to social media channel posts and unearthing content for newsletters.

You will report to the LKN Programmes Lead and will be part of a small team of people who are passionate about public libraries and their impact on people's lives.

So, if you want to make a meaningful impact, supporting to create exhibitions and training for libraries and archives across the UK, we want to hear from you!

We are looking for a proactive and highly organised person, with a passion for creating inclusive and accessible events, spaces and experiences for diverse audiences. Organisation will come naturally to you and you will be adept at juggling multiple projects, keeping them on track. You will also be comfortable taking the initiative and motivating yourself.

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You'll be an excellent communicator with excellent written, verbal and presentation skills and the confidence to work with a variety of people at all levels both internally at the British Library and with LKN library partners across the UK. Experience working in a library setting or community focused environment would be desirable but not essential.

We particularly welcome applications from Black, Asian, mixed race and other ethnically diverse candidates and disabled candidates. We would like to increase the representation of these groups within The British Library to ensure our workforce is as diverse as the public that we serve. Creating an inclusive workplace is the core of our business and a way to engage the diversity of thought that is essential to achieve our aims.

The role requires some work outside of standard working hours, as well as occasional travel.



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## Day Concierge

Shift Pattern: 4 on 4 off / 7:00am – 19:00pm  
Salary: £25,500 per annum  
Location: Southeast London – SE1

We have an amazing new opportunity for a Day Concierge to work at a high-end residential development based in Southeast London. You will have the responsibility of delivering the highest levels of customer service to all residents, guests, contractors, and the clients. As primary contact for the residents you will be on hand to provide the support, they need at the place they call home.

### Ideally, you'll have all or most of the below experience:

- Previous experience within high end developments within either the hospitality industry or residential
- Significant experience providing exemplary levels of customer service.
- Experience in managing contractors and building works within a busy development.
- Awareness of general fire, health & safety and security.
- Proven ability to and handle confidential information with professionalism and discretion.

### Responsibilities

- Meet and greet the residents and answer enquiries by telephone or from callers to the desk.
- Assist the residents, guests and visitors when required.
- Always ensure effective security of residents and the building including manning any CCTV and aid the smooth running of car parking facilities.
- Being courteous and helpful to residents, guests, suppliers, tradesmen and the general public.
- Carry out regular patrols of the entire building and report any faults and/or security breaches found.
- Ensure correct reporting of any security/Health & Safety issues, incidents and complaints. Taking appropriate action in the event of an emergency.
- Issuing of keys only to correct personnel/residents whilst recording at all times the signing in and out of keys.
- Responsibility for all deliveries to the main reception desk, receiving and safekeeping of all parcels/registered mail.
- Correct issuing of all parcels/registered mail with a record which must be signed by residents.
- Notify residents of any deliveries to arrange collection from the front desk.

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# Afternoon Porter

Salary: £17,000

Location: Kensington and Chelsea

## Working hours as follows

Monday-Friday	15.00 to 19.00
Saturday	07.00 to 13.00

## MAIN DUTIES AND RESPONSIBILITIES

- Manning of the desk in the main entrance
- Supervision of all visiting tradesmen and contractors whether working in the common areas or within individual properties and reporting any concerns to the Managing
- Assisting lessees, residents and visitors with high standard of customer service at all
- Deal with resident's complaints, disturbances, and emergencies in an appropriate and efficient
- Monitor site conditions and report any issues to the Managing agents.
- Ensuring that any defects in security arrangements, eg broken locks, malfunction of entry phone system, are notified to the Managing Agents at
- Identify all visitors, and challenge all unknown visitors to the property, prevent unauthorised entry and report suspected loitering to the
- Identify where H&S requirements are not being met and report to the Managing
- Check all plant is being maintained, cleaned, and functioning correctly, including boiler, lifts, air conditioning, fire alarm, emergency lighting, extinguishers,
- Keep certain records, including diary/incident book, contractor's logbook, legions logbook and accident Including notify the Managing Agent of any defects in the building and action taken.
- Report to the Managing Agents on all incidents, resident's complaints etc and advising when stocks of cleaning materials and sundries need
- Patrolling common parts and grounds and checking security at least twice per
- Only with the express agreement and relevant indemnities from the Leaseholder/Resident to take deliveries, to record correctly and to ensure the receipts received
- Only with the express agreement and relevant indemnities from the Leaseholder/Resident to hold residents' door keys in a safe place and maintaining a secure key
- Collection of rubbish bags left outside flats once daily at the beginning of each shift or as and when found and put in rubbish
- Where necessary supervision of the
- Issuing of key fobs and maintaining an up-to-date record of all key
- Operation of the CCTV system (training will be provided).

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# Receptionist/Marketing Assistant

Salary: £24000 - £28000 per annum

We are looking for a receptionist with marketing/design/social media skills, gained through education or work experience. The role will be based on the front desk and will require the successful applicant to meet and greet people coming in to the building for meetings, and to inform the person they have come to see. During the day there will be lots of time when reception will be empty and the role holder will be updating social media and doing some design work, and possibly supporting the sales manager with some database and mailing list tasks. This could be a great role for someone who has recently graduated in marketing or a design related degree who also has some customer service experience and is looking for an entry level role, or someone who has some relevant experience looking for their next opportunity. There are plenty of progression opportunities and this could lead to a pure marketing role in the future.

## What we offer

- Friendly office based in central London near Chancery Lane underground station
- Monthly social budget
- Companywide quarterly events
- Private Medical insurance
- Paid lunch twice a month
- Season ticket loan
- Employee assistance programme
- Opportunities for external training

## What we're looking for

- Customer service experience
- Marketing or design related training
- Personable, reliable and flexible approach
- Ambition and drive
- Immediate start

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## Receptionist/Office Assistant

Salary: £24000 - £28000 per annum

Location: Chancery Lane station on High Holborn.

Hours: 37.5-hour week most days working 9am to 5:30pm although there is some flexibility with times.

We are looking for an Office Assistant to keep the office running smoothly and provide support to all the divisions and the senior leadership team. Our ideal candidate is someone who can take ownership of the day-to-day running of the office and in time progress to become an Office Manager

### Main duties include:

- Meeting and greeting guests, informing colleagues of their arrival
- Keeping the office clean and stocked up on stationery and refreshments
- Entering candidate data onto company software
- Assisting the HR manager with on-boarding of new employees
- Working with external IT company to set up PCs, manage any IT issues and keep a log of all company equipment
- Running errands – buying things for the office, collecting and returning deliveries, etc
- Supporting the Senior Leadership team with general admin and PA duties
- Answering calls, transferring them to the right person
- Ad hoc duties

**We are open to people with different experience as full training will be provided!**

### Person specification

- Friendly, helpful and proactive
- Good communication skills both written and verbal
- Reliable and flexible
- Computer literate
- Good attention to detail

### What we offer

- Lots of progression opportunities – previous role holders have progressed to careers in recruitment, finance and office management
- Full training
- Friendly and fun office environment
- Lots of social events including monthly team events, director's lunches, summer and winter parties and regular all company events
- 25 days holiday + bank holidays
- Season ticket loan, private medical insurance
- gym membership contribution
- in house and external training

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## Front of House Ushers (Fixed Term)

Salary: £13.15 per hour

Contract: Fixed Term seasonal contract from 4th November 2024 - 5th January 2025

Hours: Part-time (3 shifts per week, shift length varies)

Closing date: 8am, Friday 4th October 2024

We are looking for fantastic Ushers to support our dedicated, friendly and professional team Front of House team across the busy Winter season.

To apply, **you must be available over the Christmas and New Year period**, and to work a variable shift pattern including evenings, and weekends.

### We would love to hear from you if you can demonstrate the following:

- Proven experience of providing excellent customer service
- Ability to follow daily operational and health and safety procedures
- A commitment to providing an inclusive environment to colleagues and visitors
- Confidence in making sales and accurately reconciling takings and stock
- Excellent communication skills and a proactive approach
- Confidence in using technology such as point-of-sale software, ticket scanners, etc.
- An eye for detail, excellent time keeping and are well-presented

### Availability

You would work **three shifts per week** on a flexible pattern, rostered weekly in advance, with each shift lasting at least 4 hours (but may be longer). There is the possibility of working additional shifts in busy periods. Availability must include evenings and weekends, and occasional daytime work may also be required.

**Please note that time off cannot be given over the Christmas and New Year period.**

This role requires extended periods of work within a darkened environment, i.e. Our auditoria.

You must be available to attend an interview in person at the Royal Opera House Covent Garden, in the week commencing Monday 14th October 2024.

You **must** also be available to attend 2 mandatory in-person training shifts on Monday 4th and Tuesday 5th November 2024.

**Applicants must have work authorisation for the UK and be 18 years old or over. No agencies please.**

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# Catering Assistant

Location: London NW1 0PE  
Salary: £13.15  
Hours Per Week: 10  
Shift Pattern Start: 12:00  
Shift Pattern End: 19:30  
Working Days Per Week: Saturday & Sunday

## About The Role

Delivering services in a busy 'grab and go' retail catering outlet.

You will work in a busy retail catering outlet based at a client site and your main aim will be to ensure an excellent service is delivered to customers.

You will also:

- Serve customers
- Order and replenish stock
- Ensure that hygiene regulations and Company policies are followed.

## To succeed in this role you will need:

- Excellent customer service skills
- Food Hygiene Certificate - not essential as training can be provided

## What will you get in return?

- A pension scheme- to save for the future - eligibility rules apply
- Access to high street discounts
- Access to low interest loans
- Recognition scheme 'OCS Stars'- monetary rewards given to top performers
- Training and Development- apprenticeships, e-learning, English as a Second Language and our award nominated 'Impact' Programme
- Long Service Awards
- Cycle to work scheme- discounted bicycles
- Access to our Employee Assistance Programme- 24-7 Wellbeing Support

## About Us

We are the leading facilities management company with a turnover of £1.7bn and 50,000+ colleagues. We deliver innovative, award-winning services including Cleaning, Catering, Security, Technical services, Energy Management and compliance, front of house, landscaping, logistics, waste management and pest control services to the public and private sectors and our mission is to make people and places the best that they can be.



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# Cleaning Operative

Salary: £13.15 per hour  
Location: London WC2R 1LA  
Working Days: Monday to Friday  
Hours: 06:00 to 09:00, 15 hours per week.

The primary role of Cleaning Operative is to ensure that all public accessible areas and facilities, tenant and communal facilities and external areas of Somerset House are maintained to a very high standard of cleanliness and hygiene. Reporting to the Supervisor whilst working closely with other staff

## **Specific Responsibilities: Responsibilities are summarised and but not limited to:**

- Sweeping
- Mopping
- Vacuuming
- Damp wiping
- Deep Cleans
- Washroom Cleaning

## **IFM collaborative working**

Working together with the wider IFM team at Somerset House, ensure that the entire facilities services operation achieves a high standard of services at all times, reporting any faults to the IFM Help Desk for action or bring them to the attention of the appropriate IFM manager.

## **Other duties**

Undertaken all other reasonable requests received from IFM Line Management or from the SHT.

## **Person Specification**

- Team working- Ability to work in a team environment to develop and continually improve service.
- Flexibility- A willingness to be flexible to support changing requirements.
- Customer Focused - must be able to respond appropriately to the needs of the client in a pleasant and polite manner.
- Reliable and Punctual

## **Skills and Experience: Essential:**

- Previous experience as a cleaning operative
- Good understanding of H&S working practices.
- Customer service focussed
- Good communication skills both verbally and written
- Machinery- Must be physically capable of using required machinery and capability to clean to standard laid down in the specification
- Able to work unsupervised

## **Desirable:**

- BICS accreditation or equivalent
- Understanding of COSHH
- Understanding of correct methods of cleaning to comply with requirements of specification
- Experience of delivering support services to events and exhibitions
- Relevant experience within a heritage or historic environment
- Willingness to undertake additional cleaning hours as required.

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# Finance Officer

**Salary:** £25,000 - £28,000 + wellbeing cash plan + pension scheme (LGPS) + additional Lift Schools benefits

**Hours:** 37 hours per week, 52.14 weeks per year

**Start Date:** As soon as possible

**Contract:** Fixed-term contract

**Location:** Hybrid Working, 163 Eversholt St, London NW1 1BU, Ed City, 1 Ed city Walk, Ed city, London W12 7TF from the 1st Jan 25 onwards or based at one of our Regional Offices, London & South, South West, Essex, Midlands, or the North.

**Closing:** 13th October 2024

## Join Our Dynamic Finance Team

### Are you a skilled and organised Finance Officer looking to make a positive impact?

We're seeking a talented individual to join our finance team at Lift Schools. This role offers a unique opportunity to gain valuable experience and contribute to our organisation's success.

#### As a Finance Officer, you will:

- **Process financial data:** Accurately input purchase invoices, raise debtor invoices, and process BACS payments.
- **Manage purchase orders:** Work with school staff to ensure efficient ordering processes.
- **Provide exceptional customer service:** Deliver outstanding support to colleagues and external organisations

#### We're looking for someone who is:

- **Highly organised:** Meticulous attention to detail and effective time management.
- **Motivated and proactive:** A self-starter who takes initiative and works well independently.
- **Collaborative:** A team player who enjoys working with others to achieve shared goals.

#### This role offers:

- **Career growth opportunities:** Potential for advancement within our organisation.
- **A supportive team:** A friendly and collaborative work environment.
- **Exposure to a dynamic organisation:** Opportunities to learn and develop your skills.

**We encourage you to apply if you're passionate about finance and looking to make a difference.**

#### We are Lift Schools:

We're a diverse and inclusive network of schools with one clear mission; to provide an excellent education to every child - in every classroom, every day. And we do this across each of our 57 schools. As with our students, we want our team to be empowered to do their best work, supported by the best leadership they've ever had.

We acknowledge and appreciate the exceptional efforts of everyone here in making this an incredible organisation.

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# Team Member Part Time

Closing Date 3rd October 2024

Location: London NW1 7JE

## Job description

No CV to hand? No problem! We've made our application process mobile friendly and removed the need for a CV. Our form takes 2 minutes to complete and tells us all we need about you!

As a Part Time Team Member at the Lyttelton Arms, you will become a master of all trades. You'll offer a warm welcome and excellent service in our restaurants and with support and training from us, you'll be able to help out in the kitchen and on the bar too! Join us at Castle Pubs, where each one of our pubs has its own story to tell. Think distinctive pubs packed with individuality, like minded regulars and a unique atmosphere. If you've got pints of personality, we want to hear from you.

## WHAT WILL I BE DOING? AS A TEAM MEMBER YOU'LL...

- Greet, serve and look after our guests ensuring they can't wait to come back.
- Maintain the highest standards of cleanliness and safety.
- Support the kitchen preparing, cooking and presenting food.
- Work with our team to create a friendly atmosphere our guests will love.

## WHAT'S IN IT FOR ME?

Flexible shifts - to fit around you.

Love dining out? You'll love it even more with a massive 33% discount across all our brands. Whether its date night at Miller & Carter, a family roast at Toby Carvery or socialising with friends in the city at All Bar One, we've got you covered.

20% discount off all of our brands for friends and family.

Wagestream – a financial toolkit that helps you manage your finances and allows you to access your earned pay when you need it.

Team Socials – work hard, play hard!

On top of this, as part of Mitchells & Butlers you will receive a pension; 28 days paid holiday; high-street shopping discounts; and we even give you free shares! There's also a free employee helpline- to support you with whatever life throws at you.

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# Relief Retail Security Officer

Location: Golders Green Sainsburys

Pay rate: £13.15

Hours: Part time hours

27 hours with possible overtime

## Job Overview:

Mitie is looking for Retail security officers who can deliver exceptional customer service whilst creating a safe shopping environment, free from crime and the fear of crime for customers and colleagues.

## Main duties:

- To deliver industry leading customer service
- To deter violence and public order offences
- To conduct patrols of the store
- Utilising CCTV systems to support the reduction of crime and stock loss
- Liaise with the store management teams
- Liaise with the Police and crime partnerships where required to foster a great working relationship to support the reduction of crime in store
- To wear Body Worn CCTV to support in the reduction of crime and increase colleague and customer safety

## Benefits to working with Mitie include:

- Contracted hours
- Annual leave entitlement
- Pension and Life insurance schemes
- Free uniform supplied
- SIA Re-licencing programme
- Comprehensive induction and training programme
- Access to Mitie's outstanding employee benefits including financial services, retail discounts, reward schemes and online GP services.
- Apprenticeship schemes
- Progression and development opportunities
- All breaks are paid

We award our employees with Mitie Stars as recognition for their hard work. There are cash prizes up for grabs each month and at the end of the year there's a chance to scoop a top prize of £10,000!

Our success is a direct result of the experience and quality of our people. Progressing your career is therefore a top priority for us. We offer a diverse variety of training and development avenues via a wide selection of learning resources to suit you.

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# Receptionist

Location: London Blackfriars  
Department: HOTEL OPERATIONS  
Hours: Full-time  
Salary: £26,460 per annum + service charge

## Duties and tasks related to the Receptionist role include

**Connecting with guests upon arrival delivering an efficient and prompt check in process, as well as connecting with guests through memorable goodbyes**

- Ensuring that all guests have the appropriate credit facilities established, and handling cash transactions and billing
- Assisting with guest requests throughout their stay
- Make note of guest preferences in anticipation of their next stay at a Hyatt hotel
- Maximising revenue opportunities through up selling
- Providing extensive knowledge of the available Hotel services and facilities, as well as information and assistance regarding the surrounding areas of the Hotel

We at London Blackfriars is a Grade II listed hotel located in the heart of the City, offering 204 stylish guest rooms and suites. Buried in the heart of the historic Square Mile directly outside Blackfriars station, close to St Paul's Cathedral, the Tate Modern and Shakespeare's Globe Theatre. The Grade II listed hotel is steeped in regal history, residing on the former grounds of King Henry VIII's Bridewell Palace. Recently opened, the hotel boasts a conference floor with 4 meeting spaces, 2 restaurants and 1 signature bar.

## Benefits of the Receptionist role include:

- 12 complimentary nights per year of service across Hyatt Hotels worldwide
- Employee and Friends & Family rates across Hyatt Hotels worldwide
- F&B Discounts of up to 50% in selected Hyatt UK Restaurants & Bars
- Dry cleaning of business clothes
- Complimentary meals on duty
- Workplace pension scheme
- Continuous Learning & Development opportunities

If this sounds like the **Receptionist** role for you then please apply today!

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# Care Assistant

**Salary Description** £13.15  
**Contract Type** Permanent  
**Location** North Kensington  
**No experience Required - Full Training is Provided**

## Job Summary:

Carries out assigned tasks to provide general household assistance, personal care and companionship for clients in their homes. This role is performed in accordance with the Employee Handbook and Health Vision's policies and procedures.

## Duties & Responsibilities:

To provide care and support for the client at home  
To maintain professional standards of care and behaviour at all times, and to promote Health Vision in a positive manner  
To document and maintain clear and accurate records of care given  
To advise your Care Team Supervisor (CTS) or Co-ordinator of any incidents or situations that cause concern or threaten client or carer safety  
To provide prescribed care that has been instructed/shown by the CTS  
Once work has been assigned, plan your journey and allow plenty of time to get there  
Be patient and sensitive to the needs of people from a variety of backgrounds and cultures.  
Have an awareness of the responsibilities related to maintaining client and organisation confidentiality.

**Identification** - Must always wear Health Vision identity badge when undertaking Health Vision duties

The Support Worker reports directly to the Care Coordinator, with serious issues to be raised to the Registered care Manager.

It is the responsibility of the Support Worker to report any changes or alterations of care or the condition of the client and or working environment.

The Support Worker is responsible and accountable for their actions and the care that they provide to clients.

## Position Requirements:

- Need to be mature and responsible with a friendly helpful manner
- Ability to work in clients' homes
- Need to be practical, punctual, tidy and able to follow instructions
- Motivation and ability to organise own time
- Good written and oral communication skills
- Commitment to being sensitive to the needs of other cultures

## Benefits:

Free Induction and ongoing paid training  
Loyalty Bonuses  
£250 'recommend a friend' bonus  
Paid NVQ diploma in Health & Social Care  
Company Pension Scheme  
Free Uniform



Thursday 19<sup>th</sup> September 2024

# Bus Drivers / Trainee Bus Drivers

Hours: Full time

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Closing date: 10 October 2024

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Location: Willesden, Northwest London

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Remote working: On-site only

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Company: Metroline Travel

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**Job type:** Permanent

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Metroline employs almost 6000 people who help carry over one million of our customers across the capital every day. We are a company who invest in and value our people and we offer training of the highest quality to obtain a full D category Passenger Carrying Vehicle licence, Drivers Qualification Card and City & Guilds qualification.

Furthermore, for the right person who is determined to succeed, there are opportunities for clear career progression through to supervisory & management positions.

As a qualified Bus Driver, you will be responsible for the safe transport of passengers on all Metroline's bus routes

We have garages in North & North West London, Middlesex & Hertfordshire, your preferred location can be discussed at interview stage

Job security

Full training

Full Time vacancies available

Excellent rates of pay with service related increases

Free (Non Contractual) Bus, Tube & London Overground travel for you + one

Free uniform

Opportunities for Career progression

A City & Guilds qualification in bus driving

Paid holidays

Company Pension

Sports and social facilities

Child Care voucher scheme

Hold a full driver's licence, with at least one year's UK driving experience. Hold a current PCV licence & Drivers Qualification Card or be prepared to train for one.

Applicants with 6 penalty points may be considered on an individual basis.

Be prepared to work varying shift patterns, which include rostered weekends and bank holidays.

Full Time and Part time, varying shift patterns, including weekends & Bank holidays

Thursday 19<sup>th</sup> September 2024

# Team Member

**Salary:** £11.62 per hour, if you are under 18 this will be £9.86 per  
**Contract:** Permanent  
**Hours:** 30  
**Location:** London, Kings Cross N1  
**Closing Date:** 19 October 2024  
**About the role**

We're looking for Team Members to join us!

As a Team Member, you'll provide fast and friendly service to our customers, make sure the shop is clean and tidy, and prepare our much-loved products.

We serve our customers across a number of different channels; in-shop, delivery, Click + Collect and drive thru. You'll play a key part in making sure customers have a brilliant experience when shopping with us - whether they order in store or order their food online.

## About you

Previous work experience is not essential. As long as you're willing to learn, we'll give you all the training you need to do an amazing job.

If you think you have what it takes to deliver exceptional customer service in a fast-paced environment, and have some fun on the way, then we want to hear from you. If your availability matches what we're looking for, apply now to begin your career at Greggs

## We can offer you

- **Competitive pay** paid weekly
- **Colleague discount** allowing you and a family member to enjoy up to 50% off your favourite Greggs products
- **Free hot drinks** for you to enjoy while on a break
- **Paid breaks** allowing you to recharge your batteries
- We share **10% of all our profits** with our colleagues
- **Holiday entitlement that grows** as your career grows with us
- Colleague **share plans** to help you invest and save for your future
- **Pension scheme** to help you plan for your future. We'll match your contributions up to 6%
- **Employee assistance app and confidential helpline** to help with your wellbeing
- **Long service awards** celebrating key milestones in your career
- **Savings and discounts** across a wide range of your favourite brands and retailers

Thursday 19<sup>th</sup> September 2024

# Front of House Team Member

Location: Covent Garden FWC | Reception |  
Contract: Permanent | Full time  
Salary: £26,000 per annum  
Hours: 40 hours per week

Making a great first impression is really important. That's why we need the right person to join us and help greet our members and visitors to the club. What matters is that you have both the confidence and empathy to provide excellent customer care to all sorts of people.

As a Front of House Team Member at our Covent Garden Club, you'll bring great communication skills, both face-to-face and over the phone. You're flexible, motivated and you show plenty of initiative. You also have basic computer skills, including Word and Excel.

## As a Member of the Front of House Team, you will:

- Support the smooth running of our reception and café areas
- Help us create a friendly, relaxing and professional environment
- Provide exceptional and efficient customer service to everyone who visits our club
- Give a warm welcome, answering queries in a caring and helpful way, making sure everyone feels valued
- Support the café team, with preparing and serving fresh, healthy and nutritional food and drinks
- Be responsible for the opening and/or closing of Reception during operational hours of 6am - 10pm on weekdays & 10am - 6pm on weekends (8hrs per shift). Preferable full flexibility to work any shift pattern (Early, Middle, Late, Weekends)

## Helping you feel good.

We want you to love coming to work, feeling healthy, happy and valued. That's why we've developed a benefits package with you in mind. With everything from private healthcare to a cycle to work scheme, financial wellbeing support and more – at Nuffield Health, we take care of what's important to you.

Join Nuffield Health and create the future you want, today.

If you like what you see, why not start your application now? We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications). So, it's a good idea to apply right away to ensure you're considered for this role.

**It starts with you.**

Thursday 19<sup>th</sup> September 2024

# Female Cleaner

Location: Paddington Fitness and Wellbeing Centre | Clean Team |  
Contract: Permanent  
Salary: £26,000.00 per annum (Pro rata) depending on experience  
Hours: 30 hours per week Part time

***A major part of this role will involve cleaning the female changing rooms and so we require a female Cleaner only for this role. This in no way affects any other candidate rights. Exemption is claimed under the Equality Act 2010 Part 1 Schedule 9.***

As the UK's leading Healthcare Charity, we're always striving to create the highest standards of customer service. Maintaining cleanliness in our Fitness & Wellbeing Clubs is a big part of this. That's why, if you're helping us to create a safe and pleasant environment for customers, we'll really value what you do.

As a Cleaner at our Paddington Fitness and Wellbeing Centre, we'll expect you to organise your work and plan your time to ensure that cleaning never gets in the way of a customer's experience. You have a friendly nature and good communication skills, which will come in handy when you're interacting with colleagues and customers.

## As a Cleaner, you will:

- Clean and prepare a range of areas at our club
- Care about our customers
- Take pride in your work
- Get the best out of cleaning products
- Use equipment safely (such as carpet cleaners)
- Be responsible for a variety of tasks, from removing waste to checking stock and updating records

## Helping you feel good.

We want you to love coming to work, feeling healthy, happy and valued. That's why we've developed a benefits package with you in mind. Here, you'll enjoy a range of lifestyle and wellbeing rewards, like gym membership and private healthcare. At Nuffield Health, we take care of what's important to you.

Join Nuffield Health and create the future you want, today.

If you like what you see, why not start your application now? We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications). So, it's a good idea to apply right away to ensure you're considered for this role.

Thursday 19<sup>th</sup> September 2024

# Male Cleaner

Location: Nuffield Health Paddington FWC | Facilities |  
Contract: Permanent | Part time  
Salary: £26,000 pro rata  
Hours: 30 hours per week

As the UK's leading Healthcare Charity, we're always striving to create the highest standards of customer service. Maintaining cleanliness in our Fitness & Wellbeing Clubs is a big part of this. That's why, if you're helping us to create a safe and pleasant environment for customers, we'll really value what you do.

As a Cleaner at our Paddington club, we'll expect you to organise your work and plan your time to ensure that cleaning never gets in the way of a customer's experience. You have a friendly nature and good communication skills, which will come in handy when you're interacting with colleagues and customers.

## As a Cleaner, you will:

- Clean and prepare a range of areas at our club
- Care about our customers
- Take pride in your work
- Get the best out of cleaning products
- Use equipment safely (such as carpet cleaners)
- Be responsible for a variety of tasks, from removing waste to checking stock and updating records

## Helping you feel good.

We want you to love coming to work, feeling healthy, happy and valued. That's why we've developed a benefits package with you in mind. Here, you'll enjoy a range of lifestyle and wellbeing rewards, like gym membership and private healthcare. At Nuffield Health, we take care of what's important to you.

## Join Nuffield Health and create the future you want, today.

If you like what you see, why not start your application now? We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications). So, it's a good idea to apply right away to ensure you're considered for this role.

## It starts with you.

*A major part of this role will involve cleaning the male changing rooms and so we require a Male Cleaner only for this role. This in no way affects any other candidate rights. Exemption is claimed under the Equality Act 2010 Part 1 Schedule 9.*

Thursday 19<sup>th</sup> September 2024

## Counsellor

**Location:** West End Medical Centre with Hybrid working | Mental Health |  
**Contract:** Permanent | Full time |  
**Salary:** Up to £36,000 FTE per annum/pro rata depending on experience | Generous CPD allowance and training opportunities  
**Hours:** Minimum 22.5 hours, max to 37.5 hours per week

Apply to Nuffield Health today and you'll receive a £1,500 Golden Hello (subject to conditions)

As an Integrative Counsellor, you'll bring experience of working with people who have common mental health problems, and you will be familiar with a step-care approach to therapy. You will have a bachelor's degree in counselling or counselling psychology with a minimum of two-years post degree experience in counselling.

It is essential that you hold Full Accreditation with the BACP or UKCP, Accredited Professional Status with the NCPS or if the role is based in Scotland, Accredited Membership with COSCA. Ideally you will have also completed NICE approved Counselling for Depression training.

### As a Counsellor with us, you will:

- Assess and treat people with common mental health problems in the self-management of their recovery.
- Undertake patient centred consultations which identify areas where the person wishes to see change and/or recovery and make an accurate assessment of risk to self and others.
- Make decisions on suitability of new referrals, adhering to the Nuffield Health referral protocols, and refer clients to the relevant support agencies/GP where our service is not appropriate.
- Ensure the maintenance of standards of practice according to Nuffield Health and any regulations and keep up to date on new recommendations/guidelines set by the Department of Health.
- Ensure that client confidentiality is protected at all times, adhering to the information governance policy.
- Be aware of and keep up to date with advances in treatment for common mental health problems.
- Keep up to date records in relation to continued professional development and maintain specialist knowledge of latest theoretical and service delivery models/developments.

*Hybrid – you will be required to live and work in the UK, as a requirement of the role.*

If you like what you see, why not start your application now? We consider applications as we receive them and reserve the right to close adverts early (for example, where we have received an unprecedented high volume of applications). So, it's a good idea to apply right away to ensure you're considered for this role.



Thursday 19<sup>th</sup> September 2024

# Early Years Teaching Assistant (Unqualified)

Hours: Full Time  
Location: Royal Oak Westminster, W2  
Salary: £23,795 + amazing benefits  
Closing: 31<sup>st</sup> Oct 2024

## A bit about the role

"I like the teamwork here. They've given me a lot of skills to help develop my career." - Estefania, Early Years Assistant

If you're a natural with children and want to find out if childcare is for you, this could be a great next step.

You'll support the nursery team in supervising fun activities, caring for the children and keeping them safe and happy.

As part of the team, you might take the children on a train to the Science Museum, hop on a bus to make friends at a nearby LEYF nursery, or join in baking sessions with the children and your nursery chef.

While entry qualifications aren't necessary, if you want to learn more, we can help you get the training you need. Whether this is your first step into work or you're looking for a career change, age is no barrier.

## You will need:

The right to work in the UK  
To be able to work all year round  
A strong work ethic  
An ability to safeguard and protect children  
To be positive, reliable and friendly

## What's in it for you?

- Lots of training, promotions and a good salary for the sector
- Generous pension at 7% from us (1% from you)
- 70% discount on childcare fees
- Up to 35 days off a year, including 8 bank holidays, 3 days off between Christmas and New Year, and your birthday (pro-rated for part-time hours)
- Sector-leading parental leave
- Many other benefits that take care of you, including access to the Headspace app, shopping discounts, annual conference and money for team celebrations

Thursday 19<sup>th</sup> September 2024

# Postperson with Driving

**Location:** Cricklewood, GB, NW2 1AA

**Contract:** Permanent

**Hours:** 27:00 hours per week, working 5 days across Monday - Sunday. Shift times may vary, with starting times between 06:00 and 12:00.

*Due to operational demand, you will be required to work **Saturdays and Sundays**.*

There has never been a more exciting time to join us! We are reinventing Royal Mail for the future and now is a perfect time to join us on that journey.

Each year, we make billions of deliveries possible. Whatever the weather, come rain or shine, we show up. Because for us, it's personal. For every person, from every walk of life, we deliver. From exam results and tax returns, to wedding invites or online purchases. You could be part of it. Part of the fabric of the nation, bringing trust to the doorstep. A Postie. Delivering for your local community, because you care about the people. The excited faces that open front doors and the small businesses run from bedrooms. It's a physical job – but it keeps you fit. Interested? Join us and make a difference to the place you call home.

## A bit about you

- Upbeat, independent and self-motivated
- Organised, punctual and ready to deliver great customer service
- Think of yourself as a people-person and a friendly face in the community
- Happy walking for long periods and working outside in any weather
- Has a strong sense of community and takes pride in what you do
- Has a full UK manual driving licence with no more than 6 penalty points

## What we do for you

To deliver on our ambition we want the best and that's why we're delighted to offer market leading pay and benefits for our sector. For bringing your best and serving our customers with pride, you can expect to receive:

- Pay that's 10% above the market average in our sector, paid monthly with an hourly rate of £14.87p/hr
- Overtime is paid at 1.25 x the normal hourly rate
- 22.5 days holiday, rising with length of service (pro-rata)
- Full uniform provided
- Company pension scheme with competitive contribution rates
- Lots of opportunity to develop a career, including our trainee manager roles and Apprenticeship Schemes
- Excellent family friendly support - enhanced maternity pay, paternity leave, adoption leave and shared parental leave
- Your Wellbeing - you and your family have 24/7 free access to services and tools to help support your physical and mental health, including financial and social support and advice
- Various discounts including high street vouchers, travel and attraction discounts, and savings on beauty products and gym membership
- Free stamps at Christmas

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# Resident Liaison Officer

Contract: 12 months fixed term

Salary: £35,765 per annum with up to 10% pension contribution.

## Description

This is a full-time position in our Asset Management Team. You will lead on the delivery of excellent customer service within the Asset Management team.

You will work with the Project Managers to ensure that residents are fully consulted and engaged with programmes of investment works. You will plan the consultation process for each project and manage and report on satisfaction data at the end.

You will be key in ensuring projects run smoothly by keeping residents, internal and external stakeholders fully up to date with progress – offering choices and working to find solutions to any problems that arise.

## Requirements

### Responsibilities:

- Lead the consultation on projects as directed by the Assistant Director and Programme Manager
- Produce a consultation plan at the start of every project and design each plan with the particular client group in mind ensuring that it meets their communication needs
- Responsible for producing clear and full information to residents at the start and during the course of the project – giving choice and a full explanation of timescales
- Updating CRM system with all communications with residents over the course of a project
- Carrying out resident satisfaction surveys and reporting findings to the Assistant Director on a monthly basis
- Analyse information received to produce improvement actions at the end of project feedback meetings
- Please list 6 – 8 key responsibilities of the role starting with the most important responsibility
- Organise show rooms to demonstrate the quality of the products related to a scheme
- Work with the Clerk of Works to ensure that snagging items and defects are identified and actioned by the contractor
- Investigate and provide initial response to complaints

### Experience:

- Experience of working in a customer service role
- Experience of delivering resident involvement initiatives
- Experience within Housing or Construction

### Knowledge:

- Knowledge of regulatory requirements and best practice in relation to resident involvement
- Knowledge of Section 20 procedures
- Good understanding of Health and Safety
- Good understanding of building maintenance

Thursday 19<sup>th</sup> September 2024

### Qualifications / Skills:

- Good communication skills including letter writing
- Ability to explain difficult or complex information easily and sensitively
- Ability to develop professional working relationships with contractors
- Effective negotiation and influencing skills
- Ability to work under pressure and remain calm and patient
- Able to resolve, anticipate and prevent problems and find solutions.
- Good IT skills

### Benefits

*Together, we continue to build an inclusive culture that encourages, supports and celebrates the diverse voices of our employees. Everyone is welcome.*

*Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.*

## Dog Walker

Salary: £11.50 to £12.50 per hour

Hours: Part time

Closing date: 05 October 2024

Location: North London, London

Remote working: On-site only

Company: Woofs, Walks and Wags!

Job type: Permanent

We are hiring part-time dog walkers for our London dog walking business. You will walk 3-5 dogs per day and work Monday-Friday. We assign clients that are in the same area to minimize travel.

### Responsibilities

- Daily dog walks (30 minutes each)
- Feeding if instructed to do so by Pet Owner
- Giving medication if instructed to do so by Pet Owner
- Providing excellent customer service!

### Requirements

- A love of animals

Thursday 19<sup>th</sup> September 2024

# Communications and Engagement Officer

**Location:** London

**Salary:** £26,000 – £31,000 (London)

**Hours:** 37.5 hours per week

**Contract:** Permanent

This is a key role that will work closely with the Senior Communications Manager, Head of Public Engagement and Senior Digital Marketing Manager.

You will contribute to the implementation of our communications, engagement and fundraising strategies, ensuring that your work is anchored in our organisational and team strategic goals. You will also be closely involved in team planning, whether it's inputting into our operational plan or sharing ideas for new campaigns.

There are opportunities to get hands-on developing and delivering communications and fundraising campaigns to educate and inspire individuals, businesses, and other audiences. The aim of these campaigns is to help remove barriers to employment for refugees and bring about systemic change via our partnerships. Please note, we do not currently run political campaigns.

You will be responsible for creating and delivering day-to-day communications across our owned channels (social media, email newsletters, and some website content). You will also help colleagues create content for earned and paid communications that they're leading on (press and media, digital marketing, engagement with influencers)

**A team player, you will build strong relationships across Breaking Barriers so that you can source and develop content that:**

- increases our visibility and influence
- showcases our impact
- inspires members of the public to help refugees build new lives in the UK
- engages and stewards our key audiences, including corporate partners, employees who advocate for refugees, individual donors, volunteers, and people of a refugee background.

You will support the Senior Communications Manager to maintain our strong brand, ensuring that all our content complies with our brand guidelines and is of a high standard.

With a good eye for detail, you will play a key role in our data management, including overseeing data on the storytelling section of our CRM, monitoring communications enquiries, and setting up and running reports. You will become a Salesforce Superuser (full training and support will be provided for this).

It is an exciting time to join our team. Breaking Barriers is an innovative organisation, so you will need to be comfortable with change and building new knowledge. The Public Engagement team is fast-paced. We support each other, approach problems with a good sense of humour, and are willing to experiment and learn.

## Other considerations

As part of our safeguarding commitment to our clients, we carry out preemployment checks to ensure that successful applicants are suitable to work with adults at risk. These include obtaining references and verifying a candidate's identity and right to work in the UK.

Thursday 19<sup>th</sup> September 2024

Some travel between our different areas of operation (including London, Birmingham and Manchester) will be required. Occasional evening or weekend work may be required. Time off in lieu would be provided in this case.

# LONDON *Westfield* LONDON W12

11th & 12th October 2024 at Westfield Shepherds Bush

**Why you should attend the London Job Show**

**London Job Show employers are hiring for the following departments:**

**Accounting**, Administration, **Advertising Services**, Apprenticeships, **Business Development**, Business Support, **Call Centre**, Child Day Care Services, **Creative Services**, Customer Service, **Design**, Education, **Engineering**, Facilities, **Facility Management**, Finance, **Food & Beverage**, **Front Office**, Healthcare Services, **Hospitality**, Housekeeping, **Human Resources**, IT, **Kitchen & Food Production**, Law Enforcement, **Legal**, Logistics, **Maintenance**, Marketing, **Media & Communications**, Merchandising, **Operations**, Payroll, **PR**, Product Management, **Project Management**, Quality Assurance, **Real Estate**, Research, **Retail**, Retail Apparel & Fashion, Sales, **Security**, Staffing & Recruiting, **Supply Chain**,



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# Support, **Technology**, Trainee Bus Drivers, **Truck Transportation**, Warehouse