



Dudley Council's Employment and Skills Team works with Dudley residents and local businesses to achieve skills, experiences and employment opportunities in a variety of settings.

### Current Promoted Vacancies

#### **Construction Groundworker | Dudley & Wolverhampton | Monday to Friday 7:30am to 4:30pm**

We are currently seeking a self-motivated and professional Groundworker to join our Construction and Restoration Property Business. This role requires a 'can do' attitude, flexibility, great attention to detail, and a strong commitment to maintaining high standards. *Driving Licence Required.*

#### **Picker / Packer / Assembler | Stourbridge | £NMW | 30hrs per week**

To complete the light assembly of blinds and carry out general picking, packing and warehousing duties.

#### **Nurse | Halesowen | £18.90 (day), £20.90 (night) | 36hrs per week**

A registered nurse is required to demonstrate reliability and professionalism whilst completing care plans and undertaking team leader responsibilities.

#### **Branch Colleague | Dudley | £NMW | Retail Flexibility**

A popular high street service shop is looking for the right person to provide excellent in-store customer service as well as maintaining the store and contributing to high housekeeping standards. Full training given.

#### **Medical Reception Apprentice | Coseley | £NMW | 30hrs per week**

A well-established GP surgery Greeting are looking for the right person to welcome patients into the centre, liaise with doctors and other healthcare professionals, whilst learning procedures for prescription and office administration.

#### **Receptionist / Admin Partner | Dudley | £NMW | Monday to Friday 9:00am to 5:30pm**

We are currently seeking a proactive and organised Receptionist/Administrative Partner. The successful candidate will act as the first point of contact for our clients and will provide administrative support across the organisation, ensuring smooth daily operations.

#### **Property Cleaner | Dudley & Wolverhampton | Flexibility & Driving Licence Required**

We are currently seeking a dedicated and skilled Property Care Specialist: Cleaner, Stager & Maintenance Expert to join our Property Management Business. This role requires a proactive approach, excellent attention to detail, and the ability to work both independently and as part of a team.

#### **Medical Secretary | Coseley | £TBC | 30hrs per week**

A well-established GP surgery are looking for an experienced secretary to support the centre manager, GP's and other healthcare professionals with the day to day administration of the practice.

Title	Employer	Location	Deadline
<a href="#">Accountant</a>	Bass Hunt & Co	Halesowen	24 November
<a href="#">Warehouse Operative</a>	Alco Metals	Halesowen	27 November
<a href="#">Business Administration</a>	J&N Steels Limited	Wolverhampton	30 November
<a href="#">Warehouse Operative</a>	UPS Steels Limited	Kingswinford	30 November
<a href="#">Goods-In Administrator</a>	Marcegaglia (UK) Limited	Netherton	1 December
<a href="#">Pharmacy Assistant</a>	IJZ Viredee Limited	Stourbridge	8 December
<a href="#">Customer Service</a>	Wincore Ltd	Kingswinford	8 December
<a href="#">Heavy Vehicle Service</a>	Aquila Truck Centres Ltd	Great Bridge	10 December
<a href="#">Early Years</a>	Busy Bees	Dudley	31 December
<a href="#">Business Administration</a>	MBKB Limited	Dudley	1 January '24

## Skills Team Employment Services

We have **many more** opportunities available across all **areas** and **sectors** covering intermediate, higher and advanced levels of apprenticeships:

[Brierley Hill](#)

[Stourbridge](#)

[Kingswinford](#)



[Dudley](#)

[Halesowen](#)

You can also use the [Government service website](#) to search for opportunities by keyword, location, distance and level of apprenticeship.

## Skills Team Employment Services

As well as helping broker interviews and job opportunities for Dudley residents we provide the following additional support:

- Reverse Marketing
- Cover Letter Writing
- CV Creation & Editing
- Application Assistance
- Job Market Advice & Guidance
- Opportunity Identification Guidance
- Interview Preparation & Techniques
- Upskilling & Further Education Guidance...

... and bespoke support through coaching and mentoring

✉ [skills@dudley.gov.uk](mailto:skills@dudley.gov.uk)

