

**APPRENTICESHIPS AT CONNECT CATERING LIMITED
LUPTON ROAD, WALLINGFORD**

Apprentice 1- Business Administration

Working alongside the Administration Manager you will be a presentable and punctual person, able to multitask, a quick and accurate typist with a working knowledge of Microsoft Office Applications, especially Word, Excel, Outlook, PowerPoint and Publisher. You will have the discipline and commitment to self-development training, and a creative streak would be a distinct advantage.

Apprentice 2 – HR & Payroll

You will be a presentable and punctual person as you will be attending client sites and meetings at HO carrying out interviews/hearings alongside the HR Director. You must have a keen desire for a career in HR and Recruitment as this is a very specialist area, and the discipline and commitment to self-development training. A working knowledge of MS Office Applications in particular Word, Excel and PowerPoint is essential.

Both positions are for a 40 hour week, which will include a day release to an appropriate college course. Starting date as soon as possible. Minimum application requirements: GCSE Grade C or above in both English & Mathematics. Please send your applications to: Liz Mbaziira at liz.mbaziira@connectcatering.co.uk (Tel 01491 826000 for further information)