All interested candidates please contact the Recruitment team on Tel: 0208 909 6333 or email Apprenticeships@harrow.ac.uk for an Application form

### 4 Customer Service Apprenticeships

<table>
<thead>
<tr>
<th>Employer:</th>
<th>Farmyardfunworld</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Bushey</td>
</tr>
<tr>
<td>Vacancy Title</td>
<td>Customer Service Assistant / Party Host</td>
</tr>
<tr>
<td>Working Hours</td>
<td>Monday to Sunday days to be agreed</td>
</tr>
<tr>
<td>Wages:</td>
<td>£95.55 per week</td>
</tr>
<tr>
<td>Closing Date</td>
<td>30/11/2015</td>
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</tbody>
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**Vacancy Description**

Farmyard is a fun and learning centre which has been in operation since 1990. We believe that children and animals can mix safely and that being with involved with other living things is an important part of their development.

Funworld is a large adventure play area providing the exercise and stimulation that young children can benefit from.

We are currently recruiting for a Level 2 Apprentice Customer Service Assistant to undertake the following duties:

- Working in reception
- Meeting and greeting customers
- Taking bookings of customers
- Checking invitation list
- Preparation of room for and play area for customers
- Taking food orders and providing this to the canteen
- Preparing party bags
- Serving food and drinks
- Interact with children
- Maintain all health and safety standards
- Making sure that all facilities are operational and clean and tidy for use
Employer: Bishopsgate Pay Ltd
Location: Harrow
Vacancy Title: Customer Service Apprentice
Working Hours: Monday-Friday, 9.00am – 5.00pm, 35 hpw
Wages: £140.00 per week
Closing Date: 30/11/2015

Vacancy Description
This is a great opportunity for a candidate interested in Customer service to further develop their skills working for a young vibrant accountancy firm based in Harrow where the right candidate will feel included, valued and rewarded whilst undertaking the following.

Whilst providing support for the accounting team your role will involve engaging, communicating and assisting a wide range of individuals towards accessing our service by

- Undertaking account management
- Building and maintain current and new business relationships
- Shadowing of phone call recorded training
- Undertaking compliancy checks
- Obtaining right to work paperwork
- Updating accounts
- Making and receiving phones calls
- Updating Excel spread sheet
- Using database for queries, expenses
Employer: Salveo
Location: Watford
Vacancy Title: Customer Service Apprentice
Working Hours: Monday-Friday, 37.5 hpw
Wages: £200.00 per week
Closing Date: 30/11/2015

Vacancy Description

Salveo is an online department store dedicated to providing a range of quality products to businesses and the public. Currently recruiting for a Customer Service Apprentice to join their company whilst undertaking an Level 2 Customer service NVQ qualification.

Duties will include:

- Familiarising yourself with the online ordering and product lines
- Distributing goods for companies such as Amazon, EBay department stores and individual buyers
- Checking products are in stock
- Data input
- Selling products and taking orders
- Handling complaints and queries or passing them onto the relevant person
- Entering customer information onto database
- Liaising with customers and other businesses on products
Employer: Rolfe East Estate Agents
Location: Acton
Vacancy Title: Apprentice Sales & Telesales Negotiator
Working Hours: Monday-Friday, 9.30am - 6.00pm Saturdays 09.30 am - 1.00 pm
Wages: £200.00 per week
Closing Date: 30/11/2015

Vacancy Description
This is a great opportunity for a candidate with the right aptitude to develop a career as an Estate Agent. We are currently recruiting for a Customer Service apprentice with the right aptitude for development, capable of working in a fast paced environment as a Sales & Lettings Negotiator.

Duties will include
- Advising clients about the Sales and lettings process
- Managing diaries for viewings and showings of properties
- Selecting responsible, reliable tenants for sales and lettings
- Preparing tenancy agreements and inventories
- Checking tenant references and other lettings compliancy checks
- Making sure all aspects of the letting meet legal requirements
- Assisting experienced staff when meeting landlords, home sellers and buyers
- Advising on rents and purchases
- Managing any problem with the property
- Keeping up to date with changes in the law related to lettings