

LATEST JOBS

By Zoe Allen on 8th March 2021

Welcome to March's jobs newsletter, we have been working hard to put together a newsletter with some of the most eligible jobs available at the moment!

If you would like any further support with anything job related, from CV's, cover letters to interview techniques and courses, please head over to our Employability hub. Link can be found below or you can head over to Moodle.

Employability Hub

Jobs with Hillingdon Local authority:

For Council job vacancies and information about training and career development you can head over to the Hillingdon.gov website or simply click here [click here](#)

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THIS MONTHS TOP JOBS



LATEST JOBS



Spring Support Team - Temporary Sales Assistant

NEXT - Hayes

Salary - £6.52 - £8.72 P/H

Contract - Part-time, Temporary

Hours - Various Hours

About the Role

First and foremost the priority in our stores is the safety of our team and our customers. All team members must work safely, according to our guidelines, at all times

As a Spring Support Team member, you will:

Work on the sales floor, in the stockroom, or both

Offer friendly service to all of our customers

Help get stock to the sales floor beautifully presented and ready to be snapped up by our customers

Keep the sales floors looking fantastic and easy to shop from

About You

As part of our team, you will follow the new working guidelines within our stores

Friendly, calm and efficient – always looking for ways you can help

Excited about the challenge of a varied and fast-paced job

Flexible, supportive and always ready to go the extra mile





Customer Service Assistant Level 1

Wilko - Yiewsley

Hours: Part-time - Temporary

Salary: £8.72

We love our customers. They're just like our Customer Service Assistants – people who want to get on with stuff, get things done and get hands-on too. That's why they come to our stores for help with all the everyday stuff that makes their world go round. As a Customer Service Assistant, you'll play a big role in a growing business that's as ambitious as you are.

Your role as Customer Service Assistant will be all about making sure every customer receives the very best service, every time, at the till or out on the shop floor. Thanks to your warm friendly manner, helpful approach and great product knowledge, customers will keep coming back to us every time they need to tick those to-dos off their list. Taking huge pride in what you do, you'll make sure that the shop floor looks shipshape, and all of the stock is in the right place and of course, looks its best.

Naturally, we don't expect you to know Wilko inside and out. Which is why we train and develop our Customer Service Assistants to build the knowledge, confidence and skills they need to be the best and keep our customers smiling. However, you will need a genuine enthusiasm for customer service, the motivation to learn and a real passion for helping people – no matter what they need from us.

We want you to be yourself here at wilko. We welcome applications from everyone and actively seek to build talented diverse teams at our Support Centre, Retail Stores and Distribution Centres. If you're invited to an interview with us we can make reasonable adjustments to our interview process according to your needs.

Apply Now





Customer Assistant

**WM Morrisons Supermarket -
Yiewsley**

**Contract: Part-time (under
10hours)**

Our store teams are at the heart of the local community and our Customer Assistants provide a great service and a buzz people enjoy. It's why our customers keep coming back for more. It's challenging and fast-paced from Market Street, to replenishing stock, to working on our checkouts, our friendly team love going above and beyond to bring our customers what they want.

You'll be part of a highly energised team who work hard and get the job done. Our stores are successful when we all work together to deliver a great experience for our customers, and our people make the difference.

There are a variety of shift patterns available. We're early birds (5am starts are not uncommon) and night owls (our shops are open late), flexibility is really important to us as you will need to be able to work some evenings and weekends.

About You

We're interested in hard working people, who can work flexibly as part of a team, to deliver great customer service every time. Although retail experience is desirable, it's not essential as we'll make sure you know everything you need to do a great job.

Our aim to offer more of what matters extends to our employees too. Join us and you can expect to enjoy great career prospects and a very competitive pay and benefits package. In addition to an attractive salary, we offer discount cards for you and two friends or family members giving you 10% off your shopping in Morrisons. We also offer company share options, a highly competitive pension scheme, Life Assurance and more besides.

We are an equal opportunities employer and welcome applications from all sections of the community.

Please note; we may close the vacancy early if we receive a high volume of applications.



Apply Now



Sales Assistant

[WHSmith](#) - Hounslow

£8.72 an hour - Part-time

What you'll do

In our stores, you won't just work the tills and stock the shelves. Here at WHSmith, it's all about the customer. That means being helpful, listening and talking to them, no matter how busy you are. In fact, you'll be an all-round customer service superstar, who can understand exactly what each customer wants. That means product knowledge is very important too. Naturally, you'll have a great team there to help you. You'll need to work together to keep the store well stocked and tidy, even when it's busy.

What's in it for you

Join WHSmith as a Sales Assistant and you can expect a warm welcome from your team, plus the chance to launch a whole new career! With stores UK-wide there are plenty of opportunities to move around. We will reward you with some fantastic flexible benefits, including up to 50% discount in our High Street stores, and access to a range of discounts with other retailers. As well as flexible working, childcare vouchers, a pension and much more!

Who we're looking for

Perhaps surprisingly, what you *don't* need is bags of retail or customer service experience. We're looking for people who have a real desire to learn and to make our customers happy! You'll need to be a great listener, good to talk to and naturally helpful. The rest will come. If you can offer us some flexibility to help us cover peak times such as 'Back to School' all the better! In return, we'll try to be flexible too, by offering some part-time and weekend jobs, family-friendly hours and various other arrangements. At WHSmith, if you want to get on, we'll positively encourage you. As a Sales Assistant, there's nothing stopping you becoming a future Store Manager or working in one of our Head Offices!

About us

You may know we operate on the high street, in rail and bus stations, airports, hospitals, universities and workplaces. But you may be surprised to learn we've been around since 1792 and have over 14,000 employees across the globe. We're continually growing by putting our customer



Optical Assistant (Retail)



Optical Assistant (Retail)

Vision Express - Uxbridge

Contract: Part-time (16 hours, 4days a week)

Confident communicators make the census

The census is a survey of the entire population of England and Wales that happens every 10 years. It's run by the Office for National Statistics (ONS) and the information collected helps us to make decisions that affect everyone - things like how many schools, surgeries and hospitals we need.

To make the census a success, we need a team of active, confident field-based operatives to join us in a temporary role. Although you will work independently, you will become part of a valued team of other operatives, administrators and coordinators. Your team leader will also help you to settle in and understand how everything works.

You will take on the important task of visiting addresses, encouraging people to fill in the census and providing support where needed. You might also occasionally offer your skills at community completion events. It's a really flexible role where you can manage your own hours (as long as you work within the hours specified).

About you

We're looking for motivated individuals who can act as our representative, maintain accurate records and keep the public's information safe. You will meet people from all walks of life, so you will need plenty of resilience and the confidence to deal with any objections. You will also have excellent customer service skills, be comfortable using smartphones and apps and be happy to travel (this might mean you need a full UK driving licence and a suitable motor vehicle).

For roles in Wales, knowledge of Welsh would be an advantage.

People make the census. If you're looking for temporary work, and you're interested in making Census 2021 a success for everyone, apply for a census officer role.

We can only employ you if you are eligible to work for the Civil Service. Find out more about the Civil Service nationality rules.

Apply Now





Warehouse Operator

Ace Workers Limited - Uxbridge

**£8.75 - £11.60 an hour - Full-time, Part-time, Contract,
Permanent 8 hour shift**

Day shift, Monday to Friday, Night shift

Are looking for experienced pickers to work in a large warehouse and distribution site.

Working full time hours on a temporary ongoing assignment, these positions may become permanent in the future.

Working 5 days a week on a weekly rota on either 6am to 2pm or 2pm – 10pm.

Full time position.

Your daily duties will include:

- **Working in a chilled environment**
- **Order picking**
- **Stacking pallets**
- **Sorting cages**
- **General warehouse duties**

The Candidate

We are looking for candidates with the following skills and experience:

- **Looking for long term regular work**
- **Able to work weekends and extra hours when required**
- **Basic level of English (verbal and written)**
- **Previous experience using MHE a preference for Ambient and produce departments.**
- **All colleagues must pass a Drug and Alcohol screening test.**

Apply Now





DELIVERED EXACTLY™

Warehouse Operative

The DX Group 173 reviews - Heathrow

Contract: 40 hours a week - permanent

About Us

We think we are more than just a delivery company. We know each item tells a story and we know that for someone, somewhere, it'll make their day, or not - if we fail!

DX is the specialist provider of customer-driven solutions for time sensitive, mission critical, high value and heavier items delivery. DX routinely handles goods from many high street retailers and industry sectors including homeware, high street fashion, optical lenses, pharmacy items and jewellery along with legal documents, the UK Government and foreign embassies for identity documents and visas.

Our brand is what we do every day and our values set the tone for how we want our colleagues to go about their business of delivering the Delivered Exactly promise. Our goal every day is to deliver on our promises, so you can deliver on yours.

What will it feel like to be part of our team?

At DX we know our people are our foundation of success. We are passionate about you developing your career with us; if this is part of your plan too, DX will provide the training and the opportunities! Whatever you choose, you will work with a great bunch of people who are focused on meeting the DX Delivered Exactly promise.

Why DX?

We achieve our outstanding results through our people. Our ability to recruit, train, promote and retain top quality talent is one of our core strengths and has been fundamental to our long term growth. It is our entrepreneurial, dedicated, customer-focused people who are making business happen. They are behind our fantastic success and incredible growth. They are driving us forward as we define the future of work.

We recruit ambitious, driven people who bring new ideas that improve our services. If you are energetic and can deliver outstanding results, we will give you the opportunity to build a rewarding and successful career.

Key responsibilities:

- Accurate sortation of parcels and mail either by hand or through the use of sortation equipment
- Scanning and loading of parcels and mail into sacks and cages
- Ensuring all sortation is completed in line with DX operating procedures and security standards
- Ensure the highest standards of housekeeping
- Strong literacy and numeracy skills; the ability to interpret and complete paperwork in a fast-paced environment
- Works well under pressure and is comfortable in achieving tight deadlines
- Proactive and energetic and takes an active part in the success of the department and team

Apply Now





Aircraft Cleaner

Optime Group4 reviews - Hounslow

£8.80 an hour - Full-time, Temporary

Apply today for your chance to be Airport Ready for the New Year!

Optime Group are excited to be recruiting Aircraft Cleaners for Heathrow Airport. All positions offer full time hours, overtime opportunities and an immediate start (subject to background checks).

What's on offer:

- Shift Pattern: 4-on / 2-off
- Working Hours: 8 hour shifts between 05:00-23:00
- Hours per week: 40 hours
- Rate of pay: £8.80/hour
- Weekly pay (every Friday)

Your main responsibilities will include:

- Cleaning aircraft to a high standard
- Ability to work quickly and to meet tight deadlines
- Ensuring that you comply with all security processes at Heathrow Airport
- Operate all equipment, as per training, to meet safety expectations
- Working in a safe and tidy manner

The ideal candidate:

- Takes pride in their work
- Great work ethic
- Works well in a team
- Able to work at a fast pace
- Previous airport experience is preferable

Apply Now





Site Support Worker (cleaner/porter)

Berkshire Healthcare NHS Foundation - Slough SL1 2BJ

£19,039 - £20,371 a year

What's special about this opportunity?

Berkshire Healthcare NHS Foundation Trust can provide you with a dynamic, people-centred environment, where you will be empowered to support patients with complex conditions, adopting a personalised approach to patient care that maximises independence, choice and control, following our philosophy of enabling people to reach and maintain their optimum level of health and wellbeing.

We value our employees and put people first. As a Global Digital Exemplar, we will provide you with an excellent working environment that has just been recognised as having a 'Outstanding' rating overall, having being an 'Outstanding', well-led, organisation, and having an 'Outstanding' Older Adults Community Mental Health Team in our latest CQC inspection, which found that: 'There was a clear vision, underpinned by a set of values that were well understood by staff across the trust.'

Working in a passionate team, you will have access to our Trust-wide Learning and Development programme and be supported in your career and personal growth, with opportunities to help you build your Continuing Professional Development portfolio, enabling you to extend your skills and ensure that you excel.

We are pioneers in compassionate leadership and Quality Improvement, which is about creating a culture where everyone has a voice and where service users and staff collaborate to have a direct impact on the things that matter most.

About you:

The post holder will work as part of a team committed to putting the patient first. The primary responsibility is to ensure the physical environment within the hospital is maintained to a high standard of cleanliness.

We are committed to equal opportunities and welcome applications from all sections of the community, regardless of any protected characteristics. Reasonable adjustments will be made for disabled applicants where required.

After applying via NHS Jobs, your submitted application will be imported into our preferred Third party recruitment system. All subsequent information regarding your application will be generated from apps.trac.jobs. You will not be able to track the progress of your application or receive messages through the NHS Jobs website, and furthermore, that as an employer, we will not be able to respond to any emails sent to us via the NHS Jobs website. By applying for this post you are agreeing to Berkshire Healthcare NHS Foundation Trust transferring the information contained in this application to its preferred applicant management system. If you are appointed to a post information will also be transferred into the national NHS Electronic Staff Records system.

Apply Now





**Employee IT Services – Technologist
ServiceNow - Staines-upon-Thames**

Contact: Full time

Employee IT Services – Technologist

This position reports to the Employee IT Services Innovation Manager

ServiceNow is changing the way people work. With a service-orientation toward the activities, tasks and processes that make up day-to-day work life, we help the modern enterprise operate faster and be more scalable than ever before. We're disruptive. We work hard but try not to take ourselves too seriously. We are highly adaptable and constantly evolving. We are passionate about our product, and we live for our customers. We have high expectations and a career at ServiceNow means challenging yourself to always be better.

This role will report into the IT department as part of the Innovation team. Your goal will be to help drive IT programs to deploy new technology solutions that help with employee productivity and create great employee experiences.

What you get to do in this role:

- **Drive a customer- centric approach; partners and works across various business units on projects**
- **Manage Proof of Technology, Proof of concept, pilots and helps drive implementation, deployment, support and maintenance functions**
- **Ensures advocacy to ServiceNow employees in the areas of Computer hardware, desktop applications, printers, and mobile devices**
- **Research trends, patterns and behaviors. Is aware of industry technologies**
- **Serves as the principle representative of the end user community and represents its views and changing needs back to IT operations**
- **Implements applicable industry best practices to improve ServiceNow's IT operations**

maturity level and move to a more customer-centric support focus for all IT services

- **Provides solutions for desktop support problem resolutions to identify trends or problem support areas in consultation with IT senior management, establishes and communicates solutions**
- **Perform trending and root cause analysis on reports and statistical data**
- **Adheres to policies and procedures for all IT endpoint infrastructure operating environments**
- **Works with various external vendors and partners on establishing new hardware, software or services for ServiceNow employees**

In order to be successful in this role, we need someone who can:

- **Curiosity to learn – need to have naturally curiosity to discover and learn new things**

- **Be Inquisitive**– you should have a habit of asking questions to unpack information
- **Conducts regular meetings with business clients to acquire feedback on IT services at an enterprise level; Is fully aware of industry compute trends**
- **Advanced knowledge of IT systems and customer support operations management**
- **Advanced knowledge of Mac and Windows Operating systems; SaaS and Cloud based solutions**
- **Advanced technical knowledge of networks and communication systems**
- **Working knowledge of Help Desk operations**
- **Advanced ability to lead infrastructure technology projects for enterprise endpoint**

(desktop/tablet/smartphones) hardware/ software upgrades

- **Ability to learn new technology and keep abreast of the latest technological advances**
- **Strong customer-focus and demonstrated experience working with/meeting business**

users' requirements

- **Excellent analytical and problem-solving abilities**
- **Ability to efficiently manage multiple initiatives simultaneously**
- **Strong verbal and written communication skills**
- **Education, Experience Requirements**
- **Bachelor's degree in IT or related discipline or experience**
- **7+ years IT operational experience**
- **3+ years experience working in IT end user operations (help desk/service desk/desktop)**
- **3+ years experience implementing ITIL methodologies**





IT Support Analyst

Proactive IT - Uxbridge

Salary: £30,000 a year - Permanent

Contract:: 6-8 Month Fixed Term (Possibility of a permanent role upon completion)

My client are looking for a highly motivated and technically astute IT Support Analyst to join them ASAP

This is a 1st-2nd Line support role to cover all aspects of IT Infrastructure from desktop hardware & software through to server and will also include IT project work

Essential skills are as follows:

- Windows Server
- MS Exchange & Active Directory
- MDM Mobile Device Management / iOS
- Office 365 / Teams
- Any Microsoft certification is highly desirable

Due to the volume of applications received for positions, it will not be possible to respond to all applications and only applicants who are considered suitable for an interview will be contacted.

Proactive Appointments Limited operates as an employment agency and employment business and is an equal opportunities organisation

We take our obligations to protect your personal data very seriously. Any information provided to us will be processed as detailed in our Privacy Notice, a copy of which can be found on our website <http://proactive.it/privacy-notice/>

A large, red, rounded rectangular button with a white border and a subtle drop shadow. The text 'Apply Now' is written in white, bold, sans-serif font. A red mouse cursor arrow with a white outline is pointing towards the bottom right corner of the button.

Apply Now

