

# **ATA Apprentice Production Planning/ Design Assistant - Solihull, B92 (CD) BMF APPRENTICESHIPS PLUS LTD**

## **Brief overview of the role**

A Production Planning/ Design Assistant Apprentice is required to join a leading specialist in timber engineered products. This is an exciting opportunity to join an exceptional organisation whilst gaining a nationally recognised qualification.

## **Closing date**

05 Jul 2018

## **Apprenticeship summary**

- **Working week**
  - Monday to Friday 8am - 5pm. Actual start /finish times may vary slightly depending on the candidate and business needs.
  - Total hours per week: 40.00
- **Weekly wage**

£200.00 - £225.00
- **Expected apprenticeship duration**

18 months
- **Possible start date**

31 Jul 2018
- **Apprenticeship level**

Advanced Level Apprenticeship
- **Reference number**

VAC001417740
- **Positions**

1 available

## **Vacancy description**

Established in 1884, Wyckham Blackwell offers a full design, manufacture and installation solution for Trussed Rafter Roof and Metal Web Beam floor construction projects.

Based on a four acre site our team of 50 staff cover sales, design, administration, production and delivery. We are looking for an Apprentice Production Planning/Design Assistant to join our team.

The successful candidate will receive all necessary training and support and will be expected to work on their initiative with our Production/Design team.

Key responsibilities will include -

- Liaison with Builders, Architects and our Designers
- Communicate specifications and cutting schedules to the Production Team staff
- Tracking and updating production spreadsheets
- Progress the scheduling of production and deliveries with our Production Team & Customers
- Assist with quoting and tendering processes
- Assist with Stock Management and Manufacturing Process Improvements
- Working to tight deadlines
- Attending weekly production meetings
- Deal with e-mail, telephone and fax enquiries

If you are looking for a job and qualification that will provide you with a valuable foundation for your future then this is the role.

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## **Requirements and prospects**

### **Desired skills**

Someone with a willingness to learn, with excellent communication skills. The candidate will need to be tidy and methodical in their approach as well as hard-working, reliable and an excellent team-player.

### **Personal qualities**

- Hardworking team player who is self-motivated
- Should be well presented and operate in a clean and tidy manner
- Smart appearance
- Friendly
- Polite
- Good communicator

### **Desired qualifications**

English and Maths GCSE A\*-C or equivalent.

## **Future prospects**

Excellent opportunity for the right person upon successful completion of the Apprenticeship.

## **Things to consider**

The Current National Minimum Wage (NMW) rate for apprentices is £3.70 per hour. This applies to 16-18 year old apprentices and those aged 19 and over in the first year of their Apprenticeship. For all other apprentices the National Minimum wage appropriate to their age applies. The minimum wage rates are £4.20 for under 18's, £5.90 an hour for 18-20 year olds and £7.38 for anyone aged 21 to 24 years old and £7.83 for 25 and over. Apprentices are paid for their normal working hours and training that's part of their apprenticeship (usually one day per week).

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## **Questions for candidates**

### **First question**

How will you travel to work each day and how long will it take you?

### **Second question**

Why do you feel you are the best person for this apprenticeship?

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## **About the employer**

### **Employer**

BMF APPRENTICESHIPS PLUS LTD

### **Disability Confident**

Employer is not registered as Disability Confident

### **Description**

BMF Apprenticeships Plus is an Apprentice Training Agency that will employ the Apprentice on behalf of this Supplier/ Merchant Branch. This is an excellent opportunity to join a leading organisation.

### **Address**

Old Station Road

Hampton-in-Arden

Solihull

B92 0HB

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## **Training provider**

### **Training to be provided**

Completing a Business Administrator Level 3. The vocational and academic training aspects are separated and delivered by separate teams.

Vocational training and assessment is conducted, more often than not, onsite according to the employer's wishes. Notice of dates is agreed well in advance of a site visit.

Training and assessment is conducted both on and off the job, according to the needs of the course and the learner. Every effort is made to ensure the best result is achieved by the learner.

### **Apprenticeship standard**

Business Administrator

### **Training provider**

BMF Apprenticeships Plus Limited

### **Contact**

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