

ELBA Live Opportunities List November 2016

Welcome To ELBA's Live Opportunities List. This will be updated and circulated to our community partners and candidates looking for opportunities on a weekly basis. If you require general information about ELBA's Employment Works programme, please contact the Employment Works Programme Manager, Shernade Benn: shernade.benn@elba-1.org.uk or call 020 7068 6960.



Live Opportunity

Live Opportunity details

Opportunity lead/ Vacancy lead contact

Corporate Security Officers

Salary: £8.00ph - £11.00ph
Dependent on site
Location: Pan London
0 hour Contract / Permanent
/ full-time Deadline: On-going

Security experience is desirable but not essential, with good communication skills. SIA Badge is required and flexibility to do day and night shifts.

Please send your CV to
Cordel.fraser@elba-1.org.uk

Cleaners

Location: TBC
Days: Mon - Fri
Hours: 4.00am – 6.00am
Salary: £10.50ph

Cleaners - Ideal for a client who maybe currently working part time and requires a top up in hours:

Please refer suitable candidates directly to Cordel Fraser:
cordel.fraser@elba-1.org.uk

Contract type: Permanent
Start date: Immediate start

Targeted at Tower Hamlets and Hackney residents only.

OPEN UNTIL FURTHER NOTICE.

Apprenticeship Gardening (18-24 yrs)

Location: University of
London WC1E 7HU
Days: Monday – Friday
Hours: £9.40 ph
Achievement: Level 2 Diploma
in Horticulture
Closing date: on-going

A real interest in working in a parks or landscape environment.
Enjoys working outside – sunshine or rain.
The ability to develop new skills in horticulture and a willingness to learn about plants.
Aptitude to communicate effectively with members of the public in either. Evidence of customer/client care skills
A demonstrable ability to establish and sustain good working relationship within a team environment or the ability and initiative to work alone, to be motivated, honest and reliable.

Please send your CV to
Cordel.fraser@elba-1.org.uk

This opportunity is targeted at Tower Hamlets and Hackney residents only.

Catering roles:

Location: various locations in
London
Closing date: ongoing

Kitchen Porter - £8.00 per hr
Sous Chef - £30k
Casual Worker - £7.50 per hr
Casual Kitchen Porter - £7.50 per hr
Restaurant Manager - £28k
Hospitality Manager - £27k

Please send your CVs to
charles.richards@elba-1.org.uk

Please note: We aim to respond to candidates within 48hrs, however where we are experiencing high volumes of calls, this may be difficult. If you have not heard from a member of the Employment Works team in 48hrs, please contact our team's personal assistant, Merline Douglas on merline.douglas@elba-1.org.uk or call the office on 020 7068 6960. We look forward to hearing from you.

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Creating Possibilities
in East London

Live Opportunity

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Opportunity lead/ Vacancy lead contact

Apprenticeship - Construction Operative

Location: Tower Hamlets
Salary: £170-180 p/week

Apply by: 28.11.16
Start date: 5. 12.16.

If you enjoy practical, physical work & being outside, this could be the trade for you. Construction Operatives do a wide range of tasks including working with concrete, laying drainage & pavements & excavating holes and trenches.

Please send your CVs to
charles.richards@elba-1.org.uk

Apprenticeship - Administrator

Location: Camden
Salary: £260-£270 p/week

Apply by: 28.11.16
Start date: 5.12.16

Administrators need a broad range of skills to work efficiently and to help increase productivity. If you're not going to university, this is an ideal opportunity to learn new skills and find out what working in a business is all about.

Please send your CVs to
charles.richards@elba-1.org.uk

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Apprenticeship – Construction Operative

Location: Islington X 2
Tower Hamlets
Salary: £170-180 p/week

Apply by: 28.11.16
Start date: 5.12.16

Dry liners build the internal walls & typically use a metal or woodwork frame which is fixed to the walls, plasterboard is then fixed to the frame, and finally a skim of plaster is applied.

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Administration Assistant

Location: Crouch End

Days: TBC

Hours: TBC

Salary: £916 per month

A medium sized niche law firm located in North London's vibrant Crouch End. Much of what they do is property related – Buying, Selling or refinancing residential and commercial properties and business as going concerns.

The purpose of the role is to provide effective front desk cover and project administrative support.

Please send your CVs to
charles.richards@elba-1.org.uk

Administrator and PA

Location: Barbican

Salary: £24,000 per annum

Contract: 12 months

Days: Mon-Friday

Deadline: 23.11.16

This full-time post is a key role for this organisation. The post-holder will be required to develop and maintain effective administrative and financial procedures to ensure the smooth running of the office and to provide professional support to the Director. The office hours are normally 9.30am to 5.30pm, Monday to Friday but the post-holder may be required to work some evenings and weekends as the programme dictates.

To apply please email your CV and a cover letter to grace@createlondon.org with 'Administrator' in the subject line. Deadline: 23rd November 2016

Construction Support Services

We are currently supporting a Construction Support Services company in recruitment of various different positions.

The company has a wide range of projects for many different clients throughout the United Kingdom and is currently recruiting for a project at Bishopsgate, City of London.

Vacancies:

Traffic Marshals X10 (training provided)

Security Guards X3 (SIA badge required)

Cleaners X7

Labourers X5

Hourly rate: £9.40ph

Location: Bishopsgate

Please send CV's directly to: cordel.fraser@elba-1.org.uk

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key requirements:

- Experience desirable
- SIA badge - security applicants
- CSCS - ALL APPLICANTS
- Willingness to work outside in all weathers
- Reliable
- Ability to communicate effectively
- Team player

TARGETED AT - TOWER HAMLETS AND HACKNEY RESIDENTS

Deadline for submissions of interest: Monday 21st^h November 2016, 12 noon.

Community Engagement Officer

Location: 100 Liverpool Street
Salary: £23k – 26k dependent on experience, plus travel allowance
Hours: 0800 – 17:30
Deadline: 21.11.16 at 12 noon

Please see the **attached** JD for further information and refer **Tower Hamlets and Hackney** candidates that meet the criteria.

Applicants should be willing to undergo project activity across the construction site where necessary.

Forward submissions of CV's and cover letter directly to: cordel.fraser@elba-1.org.uk

Security Officer

Location: City of London
Salary: £9.40 - £11.00ph (dependent on site)
Deadline: 25.11.16

We are currently recruiting for several security vacancies available across the Broadgate Estates portfolio. Please see the below and **attached** job description for further information.

The vacancies are all shift work, generally working a 4 on 4 off, shift pattern, days and nights.

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