

NEW JOBS COMING TO DOVER!

WHITE CLIFFS RETAIL PARK – OPENING JULY



B&M Retail
Pets at Home
KFC

www.bmstores.co.uk/careers
www.petsathome.com/shop/en/pets/content/careers
www.kfccareers.co.uk

ST JAMES'S DEVELOPMENT – OPENING 2016/17



Travelodge
Cineworld Cinemas
M&S
Frankie & Benny's
Bella Italia

www.travelodge.co.uk/careers
www.cineworld.co.uk/careers
www.careers.marksandspencer.com
www.trgplc.com/careers-and-opportunities
www.bellaitaliacareers.com

For more information about new employers coming soon:

Twitter: @InvestInDover

www.investindover.co.uk

CAREERS IN LOCAL GOVERNMENT

Dover District Council
Canterbury City Council
Thanet District Council

www.dover.gov.uk/Job-Vacancies/Home.aspx

Kent County Council

www.kent.gov.uk/jobs

Business Administration Apprentice - Finance

This role will suit a diligent and conscientious person who can work in a busy environment under pressure. Through the course of their work, the apprentice will be given the opportunity to gain full experience in the Financial Services function of the Council. The apprentice will work closely with the Financial Services Team liaising with both internal and external customers responding to and resolving payment queries and statement enquiries. In addition to the usual administrative duties there will be the opportunity to develop new skills using various financial management systems and software applications. The duties of the role will ensure that the apprentice is able to fulfil the requirements of a Business Administration (Level 2) apprenticeship.

www.findapprenticeship.service.gov.uk/apprenticeship/571677

Business Administration Apprentice - Community Development

This varied role which will suit a confident person who wants to support our local communities. Through the course of their work, the apprentice will be given the opportunity to gain experience in Events Management, Project Management, Communications – press releases, social media updates etc, funding applications, in addition to a broad range of transferable administrative skills. The duties of the role will ensure that the apprentice is able to fulfil the requirements of a Business Administration (Level 2) apprenticeship.

www.findapprenticeship.service.gov.uk/apprenticeship/571654

Business Administration Apprentice - Democratic Services

We are looking for an Apprentice to join our team dealing with Electoral Registration, Elections & Local Land Charges. You will provide administrative support to the Democratic Services section including the delivery of quality, cost effective and efficient Electoral Services, Local Land Charges functions and Committee and Member Services. This will involve tasks in connection with the compilation and maintenance of the Register of Electors, the conduct of local and national elections, the processing of Local Land Charges searches and support to Committee meetings and Members. The duties of the role will ensure that the apprentice is able to fulfil the requirements of a Business Administration (Level 3) apprenticeship.

www.kenttrainingandapprenticeships.co.uk

