

# **Opportunities for apprentices** with MCP Property Services

We have exiting opportunities for a number of Trades and Office based Apprentices to support our contract service delivery teams. If you are self-motivated, friendly, polite and willing to learn, we would like to hear from you!

We welcome applications from anyone interested in learning a trade or multiple trades. So whether you are a school leaver, looking for a change in career or anything in between, we would love to hear from you!

## The Role

To undertake a development programme leading to a National Vocational Qualification as part of an apprenticeship.

# Responsibilities

To act in line with our Company Values: Reliable & Dependable, Positivity, Innovation, Integrity, Team Player, Proactive, Honesty and Respect. To actively participate in your own development plan which will be agreed with the line manager and the assessor from the local training provider.

To have fun while you are learning!

## **Apprentice - Office Based**

You will be working in an office, or remotely with virtual support so you can develop practical skills and knowledge of Administration, including but not limited to:

- Includes working across all office functions
- Data-entry into spreadsheets
- · Franking & posting mail
- Answering the phone

#### **Apprentice Trades**

You will be on the road with an experienced mentor and with their guidance, you will develop practical skills and knowledge of a specific trade i.e.

- Plumbing
- Carpentry
- Flectrical
- · Multi-trade

### **Particulars**

Working hours (under 18) 9:00 - 17:00 - Salary - £15,510.59 per annum

Working hours (over 18) 8:00 - 17:00 - Salary - £17,579.00 per annum

# **Benefits**

- Up to 28 days holiday (inc. Bank Holidays)
- Private Medical Care
- Perkbox
- · Non-contractual Incentive Scheme