



CAREERS NEWSLETTER

This newsletter has been designed to help you find out more about different job roles, see what jobs are available locally and gain support to think about your future. Please use the links included to read more information and apply to anything you are interested in. Links are underlined.

*Job of the
month:*

ADMIN ASSISTANT

**YOU CAN READ MORE
ABOUT THIS JOB,
INCLUDING HOW
MUCH YOU CAN EARN,
BY CLICKING HERE.**

Careerpilot

Admin assistants give support to offices by organising meetings, typing documents and updating computer records.

You can earn up to £30,000 a year and can work part time or full time, if your employer offers this.

Your daily duties could include:

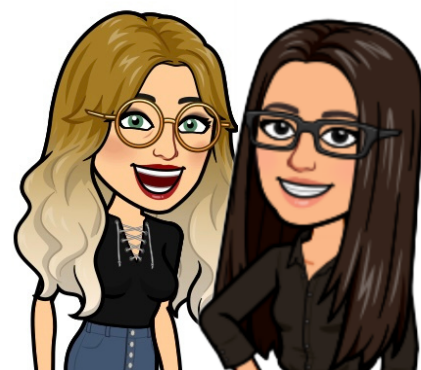
- deal with queries on the phone, by email and on social media
- greet visitors at reception
- type letters, reports and other business documents

YOUR CAREERS TEAM

Jess and Amy are our Employability Coaches, they can help you with things like finding a job, working out what career matches your skillset/personality and how you can access different job roles.

Amy - amarlow@greenlabyrinth.uk

Jess - jpieri@greenlabyrinth.uk





AVAILABLE PART TIME JOBS

Sainsbury's are looking for a part time Trading Assistant, working night shifts. More info [here](#).

The Outlet Centre are looking for a part time Sales Assistant to work evenings. The pay is £9.32 per hour. More info [here](#).

Five Guys are looking for a Crew Member. The pay is £9 per hour. More info [here](#).

Volvo are looking for a part time receptionist to work at the weekend. More info [here](#).

Morrisons are looking for a Customer Service assistant. More info [here](#).

Molton Brown are looking for extra Sales Assistants to work over the Christmas Period. More info [here](#).

Expedite are looking for a part time School Cleaner to work 2 hours per day (330-530pm). The pay is £9 per hour. More info [here](#).

UPCOMING CAREERS EVENTS

29th September

We have our first Skills Drop Down Day which will focus on Self Awareness, Self Confidence and Self Management.

More details will be shared in the next few weeks!

SUCCESS STORY

A big well done to every learner who has made an effort with their attendance so far this year.

You are all overcoming barriers to be here. We hope you are enjoying your Green Labyrinth journey so far!

DID YOU KNOW

64.5% of young people (aged 18-24) are employed.

You can read more facts [here](#).

