

OFFICE VACANCIES

JOB TITLE : AFTER SALES ADVISOR

We are looking for someone with an after sales background. You will be dealing with existing clients, dealing with any queries they may have. You will need to have an excellent customer service background, with IT skills. You will need to have done a similar role to apply. Please forward your CV with a covering letter to : jobs@job-shop-devon.co.uk

Salary: ££7.20 PHR

Ref: REF012/05

Location: South Hams

Job Type: Temp - Perm

JOB TITLE : Order Processor

We are looking for an order processor, to work in a busy office based on Heathfield. The role will involve dealing with customers over the phone, processing orders, creating new client details, invoicing, data entry and all other general office duties. This is a perm position. Immediate start for the right person. Monday - Friday 9am - 5.30pm. 12 - 13k Depending on experience.

Salary: £12-13K

Ref: REF 012/01

Location: Heathfield, Newton Abbot

Job Type: Permanent

JOB TITLE : Part Time Accounts Administrator

We are currently looking for a Part Time Accounts Administrator, the role will involve collating invoices and inputting onto the in-house system, up dating the database. Will also cover reception. Experience within a retail environment would be an advantage but not essential. The position is on a part time basis 20 hours Monday to Friday 9.30am to 2.30pm. Please e-mail C.V.'s

Salary: ££DOE

Ref: CA02/12

Location: Torbay

Job Type: Temp/Perm

JOB TITLE : Student Advisor

Our client is looking for a Student Advisor which is predominately a telephone role, dealing with the day to day enquiries and booking of courses. Will also be involved in general administration duties. The ideal candidate will have worked in a similar or customer service environment dealing with people over the telephone. This is not a retail position. Some sales experience would be an advantage but is not essential. Transport will possibly be required due to location. The hours of work are 44 hours per week over 5 days to include 1 in 3/4 weekends. The position is on a temporary basis which could lead to a permanent position for the right candidate.

Salary: ££DOE

Ref: CA03/12

Location:

Job Type: Temp to Perm

INDUSTRIAL & CATERING VACANCIES

JOB TITLE : Assembly Operative

Our client is looking to take on some additional Assembly Operatives on a temporary basis with a possible view to leading to permanent for the right candidates. A previous background within a manufacturing/engineering environment would be ideal. Working hours are Monday to Friday.

Salary: ££6.20 ph hr

Ref: GH/GS12

Location:

Job Type: Temporary/Permanent

JOB TITLE : Catering Staff

We are currently looking for the following catering staff for forthcoming temporary assignments. If you have experience please contact us in the first instance: Chefs - All categories
Cooks - Residential Homes/School background
Kitchen Assistants - Prep and general
Waiting Staff - Plate and Silver Service
Bar Staff - Cocktail and general
Please contact us or e-mail C.V's

Salary: ££DOE

Ref: CA/CS/12

Location:

Job Type: Temporary

JOB TITLE : CSCS Operatives

All categories of construction staff required for forthcoming temporary assignments. Must have previous experience. Current CSCS CARD is essential. Various locations. Call for more details.

Salary: ££DOE

Ref: CA/ND12

Location:

Job Type: Temporary

JOB TITLE : Engineering Operative

As an Engineering Operative it will be your primary role to learn all aspects of the brazing process, this will also involve the operation of specialised production machines to produce brazed products. The successful candidate must also be able to work as part of the Engineering Team to ensure that all major projects delivery dates are met. Some CNC machine work may be required. Working hours are Monday to Friday. Transport may be required due to location.

Salary: ££DOE

Ref: CA/GS12

Location:

Job Type: Temporary/Permanent

INDUSTRIAL & CATERING VACANCIES

JOB TITLE : Exhibition Assistant

Our client, a successful and long established site exhibitor based in Torquay requires Assistants to liaise with the general public throughout the forthcoming holiday season. Due to the previous seasonal successes of this famous local attraction. The successful candidates will have excellent face to face customer service skills along with good numeracy and literacy skills. You will have a smart and presentable appearance. As the attraction is family orientated your enthusiasm is essential ensuring that customers both young and old have a great time while interacting with the exhibits. Uniform will be provided. CRB ideal. Please send CV to sue@job-shop-devon.co.uk / or call 01803 520900. Interviews to be held week commencing 30th January

Salary: £From £6.50 plus end of season attendance bonus

Ref: SH/2312

Location: Torquay

Job Type: Exhibition Assistant

JOB TITLE : MIG/TIG WELDER

Urgently required, due to expansion an exciting opportunity has arisen working for a local company. Must have previous experience as MIG/TIG Welder, temporary with a view to permanent for the right candidate. Transport is possibly required due to location. Please e-mail C.V's

Salary: ££DOE

Ref: CA/CF/12

Location:

Job Type: Temporary/Permanent

JOB TITLE : Health Care Assistant

A fantastic opportunity has arisen to join a leading residential complex within Torbay. As a key member of the team you will be responsible for all aspects of residential Care. Duties will include assisting with activities of daily living as well as provide and assist with personal Care. This is a full time position starting immediately. For more details call Hanna or Sue at Job Shop Health Care on 01803 520900.

Salary: ££ 7 per Hour

Ref: SH/HW3

Location: Torquay

Job Type: Health Care Assistant

JOB TITLE : Health Care Assistant

A fantastic opportunity has arisen to work for the leading Health Care Recruiter in South Devon. You will be working for one of the premier Residential Homes within the Southhams. Job Shop Health Care will be able to offer hours and shifts to suit as well as extremely favourable hourly pay rates. If you would like to discuss this position further please call Hanna or Sue at Job Shop Healthcare on 01803 520900.

Salary: ££6.75p/hr

Ref: HW212

Location: Southhams

Job Type: Health Care Assistant

HEALTHCARE VACANCIES

JOB TITLE : Health Care Assistant

Job Shop Health Care has become one of the fastest growing and most successful care recruiter agencies in South Devon. Our success is simple, simply down to the care staff we select for our clients. Due to meeting our various client demands Job Shop Health Care are undergoing recruiting five additional Health Care Assistants. You will have the flexibility to pick and choose the shifts you want, whether it be days nights or weekends. You will be issued with your own uniform. You will be working in some of the most prestige and friendliest homes in the area. Regular training updates will be available. Weekly pay directly in to your Bank Account every Friday. You will accrue Holiday Pay from the very moment you start working for Job Shop Health Care. For more information or a chat call Hanna at Job Shop Health Care on 01803 520900.

Salary: ££6.50 - £14.00p/hr

Ref: HW002

Location: Brixam, Paignton, Torquay, Datrmouth

Job Type: Health Care Assistant

JOB TITLE : Health Care Assistant Perm Job

We are looking for perm Healthcare assistants to work in a 5 star Care home, you will need to have a min of NVQ 2 experience. We have the following vacancies :2x 24 hrs per week Nights1 x 36 hrs per week Days1x 24 hrs per week DaysPlease call now 01803 520900

Salary: ££7.00 PHR

Ref: REF 012/04

Location: Torbay

Job Type: Permanent

JOB TITLE : Healthcare Assistants

Job Shop expanded into the Healthcare sector in August 2010. The need for a reliable ongoing and cost affective alternative to the regional care sector has been obvious for some time. Due to the over whelming demand from Nursing and Residential Homes, Job Shop Healthcare are actively recruiting experienced Healthcare Assistants for short and long term contracts in and around Devon. In return we offer: Payment every Friday direct into your bank account Uniform Genuine local out of hours service Excellent rates of pay / enhanced weekend and bank holiday rates Holiday pay Regular on-going contracts / assignments Dedicated point of contact within Job Shop Healthcare To discuss opportunities please our Healthcare hotlines on 01803 520 900 or 01626 333 282.

Salary: £from 6.50ph plus Holiday pay & Benefits

Ref: HW/110

Location: Devon

Job Type: Temporary

JOB TITLE : Healthcare Worker

Now recruiting for healthcare workers in Torbay. Must have experience. Own transport would be preferred. Please call 01803 520 900 for more details.

Salary: £from 6.50 ph plus Holiday pay & Benefits

Ref: HW/100

Location: Torbay

Job Type: Temporary

HEALTHCARE VACANCIES

JOB TITLE : Support Worker

Experienced Support Workers required for an established residential facility based in Torbay. General duties will be to assist in providing the highest standards and quality of life for people with either challenging behaviour or learning disabilities, ensuring service users live as normal as possible within their environment, with the support and care they need to provide maximum independence. All service users are treated as individuals. Call Sue or Hanna on 01803 520900

Salary: £From £6.75p/hr

Ref: HW261

Location: Torbay

Job Type: Health Care

NEWTON ABBOT : 01626 333282 | PAIGNTON : 01803 520900 | EMAIL : JOBS@JOB-SHOP-DEVON.CO.UK
Registered Office: 76 Queen Street, Newton Abbot, Devon. TQ12 2ER.
Registered in England & Wales 3755666 V.A.T. Reg. No. 737 3643