

# Are you aged **16+** and interested in an **Apprenticeship?**

Check out our latest opportunities!

## Apprentice Document Controller (BA85)

£ NMW Hour  
Eric Wright Group  
Preston

To assist the Document Controller and site team in ensuring the smooth running of all the documents that are produced on construction sites throughout the North West.

## Apprentice Accounts Assistant (ACC10)

£ 4.81 Hour  
Brown and Lonsdale  
Leyland

Bank reconciliation, Data Entry, Looking for Accounting errors, Getting client accounts information. VAT data entry bookkeeping, admin duties.

## HR Support Apprenticeship (HR03)

£ 15,429 Year  
Leyland Trucks  
Leyland

Leyland Trucks is the UK's largest commercial vehicle manufacturing business and produces over 16,500 trucks per year from its state-of-the-art facility in Lancashire. You will work within the HR function to expand your knowledge and understanding of employment law, company policy & procedures and business in general.

## Customer Service Administrator (CS18)

£ 6 Hour  
Summit Physiotherapy  
Chorley

Summit Physio are looking for a customer service administrator. As the first point of contact for our clients, the role will require someone who is friendly, professional, and confident in building positive relationships whether that be face to face, over the phone or via email.

## Digital Marketing & Operations Apprentice (DM16)

£ 4.81 Hour  
North & Western Lancashire Chamber of Commerce  
Preston

The apprentice will provide administrative support to the Preston BID Operations Manager and also work on creating and delivering digital marketing content for Preston BID.

## Apprentice Front of House Assistant (HOS08)

£ NMW Hour  
The Village Tea rooms at Wheelton  
Chorley

Front of house apprentice required for immediate start!

**Scan Me!**  
For more info



Professional,  
**Industry-led**  
teams of Trainer  
Assessors

A **debt free** way  
to achieve

A  
**salary**

Study at  
England's  
**Number ONE**  
College

*To apply or learn more about these vacancies, please contact the Apprenticeship Team who will be happy to help:*

[Apprenticeships@runshaw.ac.uk](mailto:Apprenticeships@runshaw.ac.uk)

**RUNSHAW COLLEGE**

