

## Vacancies in the Guernsey Press

| Employer  | Job Title  | Work involved  | Qualifications/skills required  | Application details  |
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| <b>Lovells</b>                                  | <b>Trainee Property Manager</b>                        | Interesting and fulfilling career awaits the right person to train as Property Manager working with our Commercial and Residential portfolios.   | An interest in buildings and real estate, a strong work ethic and an organised personable nature. Qualifications are an advantage but not mandatory, as training will be given.   | Apply to <a href="mailto:rob.gill@lovellsproperty.com">rob.gill@lovellsproperty.com</a> or call for a confidential informal chat on 01481 723630 |
| <b>Funky Pigeon</b>                             | <b>Print Operative</b>                                 | To operate and maintain our HP and Indigo 5500 printing presses to high quality standards and tight deadlines and carry out other production tasks such as cutting, scanning and packing.  | Quality driven Print Operator with relevant experience and strong MAC and/or PC skills, excellent numeracy and an eye for detail. HP introductory and advanced course passes would be highly desirable but if you don't have them, we can provide training. | For more information and to apply visit <a href="http://www.whsmithcareers.co.uk">www.whsmithcareers.co.uk</a>                                   |
| <b>Coppolo &amp; Coyde</b>                      | <b>Graduate Trainee Health &amp; safety Consultant</b> | Coppolo & Coyde is a leading Channel Islands Health & Safety company. They are offering this exciting opportunity where you will play an important part in the continuing development of a forward thinking and successful business. | Degree or equivalent be highly motivated and prepared to complete an extensive training programme. Some health and safety knowledge would be preferable.  | Please send your cv and a covering letter to <a href="mailto:info@copcoy.com">info@copcoy.com</a><br>Closing date 24 <sup>th</sup> January 2014  |
| <b>F W Rihoy &amp; Son Ltd. Rihoy Electrics</b> | <b>Apprentice Plumber</b>                              |  |   | Please apply to Mr Ivan Rihoy, F.W. Rihoy and Son Ltd, L'Islet, St Sampson', Guernsey, GY2 4RJ   |
| <b>Earlswood Garden</b>                         | <b>Part time Café</b>                                  | No evening or work or split shifts   |   | Please contact Rob Way or Sean   |

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| Centre Cafe | Assistant | however some weekend work is essential. |  | Taylor Tel: 244530 or email <a href="mailto:sean@earlswoodgsy.com">sean@earlswoodgsy.com</a> |
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Vacancies on [www.careers.gg](http://www.careers.gg)

| Employer | Job Title         | Work involved | Qualifications/skills required | Application details   |
|----------|-------------------|---------------|--------------------------------|---|
| Waitrose | Various vacancies | Various       | Various                        | For further information visit <a href="http://www.jlpjobs.com">www.jlpjobs.com</a> . Go to 'search jobs and apply' then put Guernsey in Region. |

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| <p><b>Guernsey Sports Commission</b></p> | <p><b>Street Sports Leader</b></p>              | <p>Supporting the delivery of existing Street Sports sessions and new sporting initiatives into the community. Encouraging young people (11-18 years) to participate in healthy and positive activities in their leisure time. Hours of duty 1-3 Street Sports sessions for 3-9 hours per week 6.30pm – 9.30pm. Rate of pay £10.42 per hour.</p> | <p>Experience of working with young people. Good interpersonal, communication and organisational skills. The ability to work across a variety of sports/activities.</p> | <p>For further information please contact Jenny Murphy<br/> <a href="mailto:jenny.murphy@guernseysports.com">jenny.murphy@guernseysports.com</a><br/> or Tel: 747271.</p> |
| <p><b>Guernsey Sports Commission</b></p> | <p><b>Street Sports Assistant</b></p>           | <p>Supporting the delivery of existing Street Sports sessions and new sporting initiatives into the community. Encouraging young people (11-18 years) to participate in healthy and positive activities in their leisure time. Hours of duty 1-3 Street Sports sessions for 3-9 hours per week 6.30pm – 9.30pm. Rate of pay £9.62 per hour.</p>  | <p>Experience of working with young people. Good interpersonal, communication and organisational skills. The ability to work across a variety of sports/activities.</p> | <p>For further information please contact Jenny Murphy<br/> <a href="mailto:jenny.murphy@guernseysports.com">jenny.murphy@guernseysports.com</a><br/> or Tel: 747271.</p> |
| <p><b>Guernsey Sports Commission</b></p> | <p><b>Volunteer Street Sports Assistant</b></p> | <p>Supporting the delivery of existing Street Sports sessions and new sporting initiatives into the community. Encouraging young people (11-18 years) to participate in healthy and</p>  | <p>Experience of working with young people. Good interpersonal, communication and organisational skills. The ability to work across a variety of sports/activities.</p> | <p>For further information please contact Jenny Murphy<br/> <a href="mailto:jenny.murphy@guernseysports.com">jenny.murphy@guernseysports.com</a><br/> or Tel: 747271.</p> |

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|                       |  | positive activities in their leisure time. Hours of duty 1-3 Street Sports sessions for 3-9 hours per week 6.30pm – 9.30pm.  |  |   |
| <b>Market Force</b>   | <b>Mystery Shoppers</b>                      | Market Force is looking for students to evaluate customer service for their clients. These include retail stores, restaurants, bars and even hotels so you get paid to do the things you enjoy. Not only will you get paid a fee to conduct the visit, you will also get reimbursed for the purchases you make as part of each assignment.   | Honest, accurate and observant.<br>Over 18 years.  | To find out more or to apply go to <a href="http://www.marketforce.co.uk/getpaid">www.marketforce.co.uk/getpaid</a> |
| <b>CBL Consulting</b> | <b>Structural Engineer/Graduate Engineer</b> | Based in Guernsey and Southampton we are looking for Structural Design Engineers to join our teams in both locations. Current Projects are a wide mixture of domestic residential refurbs and new-builds combined with some commercial, education, retail and industrial projects with values up to £10 million. For more information and details of some of our projects visit our website <a href="http://www.cblconsulting.gg">www.cblconsulting.gg</a> | Candidates will need to have the following as a minimum <ul style="list-style-type: none"> <li>• Graduate membership of IStructE/ICE</li> <li>• Degree in Civil, Structural or Architectural Engineering</li> <li>• Good design experience in major material.</li> </ul> Training and support will be provided to assist in obtaining chartered status | To apply email with cv <a href="mailto:nbarton@cblconsulting.gg">nbarton@cblconsulting.gg</a>                       |

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| <b>G4S Secure Solutions (Guernsey) Ltd</b> | <b>Cleaners</b>              | <p>Various contracts:<br/> Monday, Wednesday and Friday 6am – 8am Perelle area.<br/> Monday, Wednesday and Friday 6am – 7am Town area.<br/> Monday, Wednesday and Friday 7am – 8am Bridge area.<br/> Monday – Saturday 5am – 7am St Martins area.<br/> Monday – Friday (evenings) 6pm – 8pm St Peter Port.</p>   | <p>Honest Hard working individuals with a sense of responsibility. Someone who is self-motivated and takes a pride in their work. Ability to work independently or as part of a team. £7 per hour.</p>                | <p>To apply please call Claire Le Prevost or Merrick Bramley<br/> Tel: 265133 to request an application form.</p>  |
| <b>Labour Force Guernsey</b>               | <b>Labourers</b>             | <p>Helping all trades on various construction sites. Manual labour.<br/> Pay range: £8+ per hour.<br/> Hours per week: 8am to 4.30pm Monday to Friday.</p>   | <p>Skills required: Reliability, punctuality and eagerness.</p>   | <p>To apply email with details and any relevant experience to <a href="mailto:labour@cwgsy.net">labour@cwgsy.net</a></p>   |
| <b>Saffery Champness</b>                   | <b>Trainee Administrator</b> | <p>Administration of a defined portfolio of clients, maintain statutory records and bookkeeping for companies and trusts. Liaise with bankers over remittance of money deposit accounts and investment transactions.<br/> After training, have a working knowledge of the formation of limited companies and setting up of new trusts and be able to</p> | <p>GCSE's, A Levels or Graduates. Good organisational and time management skills. Good verbal and written communication skills. Questioning mind and professional attitude.<br/> Training available in ICSA, STEP</p> | <p>In writing with an accompanying CV to: Pauline Mapp<br/> Saffery Champness<br/> PO Box 141 La Tonnelle House<br/> Les Banques<br/> St Sampsons<br/> GY1 3HS</p> |

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|  |  | liaise with clients and associates by telephone and in writing. |  |  |
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Vacancies on [www.gov.gg/jobcentrevacancies](http://www.gov.gg/jobcentrevacancies)

| Employer           | Job Title                                    | Work involved   | Qualifications required  | Application details   |
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| Grant Thornton     | <a href="#">Trainee Office Administrator</a> | Filing; Reception cover - answering the telephone and meet and greet callers to the office; Database maintenance - ensuring client records are up to date and accurate and processing fee notes; Processing post-sorting and franking outgoing post items ready for delivery to post office; General administration duties as required from time to time. | The ideal candidate will need to have good interpersonal and communication skills and confidence to deal with people at all levels. They should have good time management and organisational skills and able to multi-task. They should also display initiative and a willingness to learn new skills. | Please send applications to: Sharon Spruce via email at <a href="mailto:Sharon.spruce@gt-ci.com">Sharon.spruce@gt-ci.com</a> or via post to Grant Thornton Ltd Le Febvre House, Le Febvre Street, St Peter Port Guernsey, GY1 3TF marked Private and Confidential |
| T G & Irita Robert | <a href="#">Horticultural Worker</a>         | The successful applicant will work in all areas of Horticultural work concerned with the propagation, harvesting and packing of vegetables. Training will be given.   | A keenness for in and outdoor work is essential. A current clean driving licence is required.  | Please write in the first instance to arrange an interview to Mr T G Robert, C'An Pastilla, Rue des Heches, St. Pierre du Bois, GY7 9AB   |
| Mr B R Langlois    | <a href="#">Glasshouse Worker</a>            | B R Langlois have a vacancy from mid-January for a full time glasshouse worker. Initially a 9 month seasonal post, there will be the opportunity of permanent   | All applicants need to be agile and happy to work on raised trolleys.  | Please telephone 264935 for further information.  |

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|   |   | employment to the right applicant. The hours are 40 hours a week with overtime and Saturday work essential during busy periods. <b>£6.50 per hour.</b>                           |   |  |
| <b>Auberge @ Jerbourg</b>               | <b>Kitchen Porter</b>   | Auberge @ Jerbourg are looking to Full Time Kitchen Porter for their busy restaurant.  | Hard working and reliable   | For further information and to apply please contact Daniel Green on 07781 433501 or email <a href="mailto:Daniel.green@theauberge.gg">Daniel.green@theauberge.gg</a> |
| <b>Kingfisher Chip Shop L'Eree</b>      | <b>Counter Staff</b>  |  |   | To apply please contact Mr Opie on <b>238705 / 07781 104436</b>  |
| <b>King Balti</b>                       | <b>Kitchen Porter</b>   | This position is split shifts, including evenings and weekends. This is a permanent position for an immediate start.   |   | For further information and to apply please contact Mr Miah on 07781 144820  |
| <b>Vistas at Vazon</b>                  | <b>Kitchen Porter/Kitchen Assistant plus Waiting and Bar staff</b>          | These are for immediate starts and are full time permanent positions which will include evening and weekend working. Accommodation is not available with any of these positions. | Experience is not necessary as training will be provided however applicants should be over 18 years of age due to licensing restrictions and a Right to Work and a basic Police check is essential. | To apply please telephone 252513 and ask for Nic or Suze or e-mail your CV to <a href="mailto:vistasatvazon@hotmail.co.uk">vistasatvazon@hotmail.co.uk</a>           |
| <b>The Hook</b>                         | <b>Full time and part time Kitchen Porters - General Kitchen assistance</b> | Food preparation and cleaning responsibilities.  |   | Salary and more details available upon request. CVs to <a href="mailto:info@thehook.gg">info@thehook.gg</a>  |
| <b>Red Grill House and Cocktail Bar</b> | <b>Waiting staff</b>  |  | Full training, excellent pay and accommodation available.   | Please contact David on 07781 126228 in the first instance   |
| <b>Boots the Chemist</b>                | <b>Full time customer assistants</b>  | Working in their Healthcare department.  | No experience is required as full training will be provided.  | Please apply online at <a href="http://www.boots.jobs">www.boots.jobs</a> ref 2499BR   |
| <b>Boots the Chemist</b>                | <b>Customer Assistants</b>  | To work in an operational role, including till cover, from 7am to  |   | To apply please go online to <a href="http://www.boots.jobs">www.boots.jobs</a> quoting ref  |

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|                                     |                             | 4pm Monday to Saturday (37.50 hours and 5 day week). This is a full time permanent position.  |  | 2623BR  |
| <b>Channel Islands Co-Operative</b> | <b>Various Retail staff</b> | <p>St Martins Grand Marché (Evening Sales Assistants). Please contact: Kevin Dodd, Telephone 235331</p> <p>St Sampsons Grand Marché: 2 x General Part Time Assistant - Please contact: Mark Williams Telephone 247929</p> <p>General Assistant - Full time evenings 1.30pm 9.00pm - Please contact: Marika Gravleja Telephone 235183.</p> <p>Royal Terrace Locale: 2 x General Part Time Assistant - Please contact: Sarah Packham Telephone 720667</p> <p>Longstore Locale: General Full Time Assistant (including Saturdays) Please contact: Ian Cuthbertson Telephone 720532 .</p> <p>Forest En Route: General Part Time Assistant Friday - Saturday 5pm - 10.30pm Please contact: Liene Lucane Telephone 264539</p> |  | For further details or to apply please telephone the relevant Store Manager or download an application form from <a href="http://www.channelisland.coop">www.channelisland.coop</a> |



### Finance opportunities for Graduates & A-Level/College Leavers

| Company | Job Title                          | Entry Requirements  | Programme   | Contact  |
|---------|------------------------------------|---|---|--|
| BDO     | <a href="#">Trainee Accountant</a> | <p>Good grades in English &amp; Maths at GCSE min B. Good grades at A Level either obtained or predicted equivalent to 280 UCAS points excluding General Studies.</p> <p>Must be self-motivated and committed to a career in Accountancy, adaptable, have good organisational skills and be able to use initiative.</p> | 5 year programme and in this time will obtain CFAB and ACA Professional qualifications. | To apply for September 2014 visit <a href="http://www.bdoschoolleavers.co.uk">www.bdoschoolleavers.co.uk</a> |

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| <b>Deloitte LLP</b> | <b>Trainee Accountant</b>                   | GCSE's English A-C & Maths grade A or B, 300 UCAS points ( <b>A Level leavers</b> ) and a 2.1 degree ( <b>Graduates</b> ).   | Training and mentoring programme to gain a professional accounting qualification. Accredited training practice for both ICAEW and ACCA offering the opportunity to become a Chartered or Certified Accountant.  | To apply for August 2014 please contact Heather Graham-Cameron on 703235 or forward your CV and covering letter to <a href="mailto:hgrahamcameron@deloitte.co.uk">hgrahamcameron@deloitte.co.uk</a>                   |
| <b>EY</b>           | <b>Graduate &amp; A Level Opportunities</b> | <b>A Level entry:</b><br>Grade B or above for GCSE Maths and English Language 300 UCAS points or equivalent excluding General studies and re-sits.<br><b>Graduate entry:</b><br>Same as above + 2:1 degree in any discipline | Training and mentoring programme to support professional study towards either ACCA or ICAS.   | To find out more about applying for places in 2014 please email Abbie Cardy <a href="mailto:acardy@uk.ey.com">acardy@uk.ey.com</a>  |
| <b>EY</b>           | <b>A Level work experience placement</b>    | Grade B or above for GCSE Maths and English Language. A predicted 300 UCAS points (excluding General Studies and re-sits).   | Taste life in a global professional services firm for up to 2 weeks. Opportunity to learn about audit and tax and interact with business people. The programme is paid for a period of 2 weeks over the Easter holidays. Depending on performance may also have the chance of securing a job offer before the final year of school. | Recommend to apply early as there are limited spaces. Please send a copy of your CV and covering letter detailing the reasons for your interest to Abbie Cardy <a href="mailto:acardy@uk.ey.com">acardy@uk.ey.com</a> |

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| <b>KPMG</b> | <b>Trainee Audit and Tax Assistants</b>   | A Level School leaver or graduate. Team working, strong communication skills, analytical skills, personal accountability, prioritisation of workloads, adaptiveness. | 3 year training contracts in either ACCA, ICAEW and ICAS.   | To apply download an application form from <a href="http://www.kpmg.com/channelislands">www.kpmg.com/channelislands</a> or email Dominique Aylett <a href="mailto:daylett@kpmg.guernsey.gg">daylett@kpmg.guernsey.gg</a>  |
| <b>PwC</b>  | <b>Graduate and A Level opportunities</b> | Great A Level results and/or a degree with 280 UCAS points or equivalent.  | Training, support and access to Global experts. Full support during studies, paid study leave and funding for all necessary courses, travel and examinations needed to become qualified in your chosen field, accountancy or tax. Attractive remuneration package including a competitive salary.                         | To apply for 2014 & 2015 graduate and A level vacancies got to <a href="http://www.pwc.com/jg/careers">www.pwc.com/jg/careers</a> . For further information contact Gemma Debiasi on 752027 or email <a href="mailto:pwc.ci.recruitment@je.pwc.com">pwc.ci.recruitment@je.pwc.com</a> |
| <b>BDO</b>  | <b>Graduate Training Scheme</b>           | Graduates  | BDO offer training for the ACA accountancy qualification over a three year training period. BDO provide a structured training programme, which is fully funded by them to enhance the skills and knowledge levels of graduates. Staff are given time for study leave and are financially rewarded when they achieve their | Our web site <a href="http://www.bdo.co.uk/graduates">www.bdo.co.uk/graduates</a> provides a comprehensive guide to the application process – including tips for success and FAQs.  |

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| <b>Deutsche Bank</b>   | <b>Summer Internship</b>       | Undergraduate students and those who started in September 2013. Excellent academic record, passion for Finance, time management skills, problem solver, forward looking, good networking skills. Track record of success & innovation. | Internships in Asset & Wealth Management, Trust & Security Services, Group Technology & Operations & Infrastructure. Undertake projects as well as on-the-job training for 10 weeks.  | Send CV to Hollie Dougan <a href="mailto:hollie.dougan@db.com">hollie.dougan@db.com</a>  |
| <b>EY</b>  | <b>Summer Internship</b>       | Undergraduate requirements: Grade B or above for GCSE Maths and English Language. 300 UCAS points (excluding General Studies & re-sits). A predicted 2:1 degree in any discipline.   | Taste of life in global professional services for up to 4 weeks paid. You will benefit from excellent training, career counselling and personal development coaching from an expert mentor. Work will be similar to work undertaken by graduates at EY. If internship goes well may be offered a graduate position. | Send a copy of your CV and covering letter detailing the reasons for your interest to Abbie Cardy <a href="mailto:acardy@uk.ey.com">acardy@uk.ey.com</a> |
| <b>Guernsey Society of Chartered and Certified Accountants</b> | <b>A career in Accountancy</b> | If you are bright, ambitious and keen to find out how to train as an Accountant in Guernsey please visit our website or email <a href="mailto:admin@gacca.gg">admin@gacca.gg</a>   | A career in Accountancy offers great opportunities and rewards and, once qualified, doors will open to a wide variety of positions in Guernsey and worldwide?<br>Under Bursaries and  | Contact Jane Underdown <a href="mailto:gacca@gacca.gg">gacca@gacca.gg</a>  |

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|                          |                      |  | Careers on our website – www.gacca.gg – has profiles and FAQs as well as contact details for organisations in Guernsey which offer training and support towards a variety of accountancy-based qualifications. Many organisations also offer work experience during university holidays. |   |
| <b>Saffery Champness</b> | <b>Audit Trainee</b> | Assisting with financial statements, preparation and producing and auditing accounts. Trainees are given a variety of work to give practical experience and to assist with studies. Building an understanding of systems and supporting colleagues during on-site visits | A Levels or Graduates. Good organisational and time management skills. Good verbal and written communications skills. Questioning mind and professional attitude. Training available in CAT, ACCA etc  | In writing with an accompanying CV to: Pauline Mapp<br>Saffery Champness<br>PO Box 141 La Tonnel House<br>Les Banques<br>St Sampsons<br>GY1 3HS |



## Job opportunities with the States of Guernsey

A wide range of vacancies across all States departments can be viewed and applied for online at: [www.gov.gg/jobs](http://www.gov.gg/jobs)

Opportunities also include:

- **Trainee Executive Scheme** for A-Level/College Leavers: [www.gov.gg/article/105531/Trainee-Executive-Scheme](http://www.gov.gg/article/105531/Trainee-Executive-Scheme)
- **Graduate Officer Scheme** for graduates with a 2:1 degree or higher: [www.gov.gg/article/105530/Graduate-Officer-Scheme](http://www.gov.gg/article/105530/Graduate-Officer-Scheme)
- **Police Officer recruitment:** [www.gov.gg/policerecruit](http://www.gov.gg/policerecruit)
- **Career opportunities in Nursing:** [www.gov.gg/nursetraining](http://www.gov.gg/nursetraining)
- **Career opportunities in Teaching:** [www.education.gg/article/1850/Working-in-our-Service](http://www.education.gg/article/1850/Working-in-our-Service)