**Manchester Employer Suite, Town Hall Extension, Mount St Entrance, Manchester, M2 5DB**

Current Events & Recruitment

Please follow Referral Process

If any employers/partners want to discuss our free JCP recruitment service please contact us on [es.info@dwp.gov.uk](mailto:es.info@dwp.gov.uk)

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| **Provider/Employer** | **Recruitment/Event** | **Location** | **Description** | **How to Refer/Apply** |
| Viribus Animo Recruitment LTD | Life Insurance Advisor | Manchester | **Job Requirements -** 9-12 Months in a sales environment or Insurance Experience. Knowledge of Microsoft Office. Customer Service skills.  **Job Description** - Our client is on the hunt for Life Insurance Advisor to offer an advised based Life Insurance service to Qualified Leads that are passed over via Hot-Key from the internal Lead Generation team. Key Responsibilities: ● Offering A can-do attitude to your work ● Delivering telephone-based Life Insurance Protection advice ● Ensuring that FCA regulations are met ● Maximising productivity and results by effectively managing time and business pipeline ● Following agreed advice process, completing a general fact find, needs analysis ● Working towards targets and KPIs. Pay £25,000 basic + Uncapped Commission. Average OTE £50,000+  Closing Date 29/08/23 | If you are interested please speak to your work coach. |
| Holiday Inn/Ibis (Via Clarity Housekeeping) | Room Attendant (Housekeeping) - Late Shifts. | Airport City | Must be able to work the shifts (2pm to 8pm or 6pm to 10pm). No experience required training provided.  Immediate start available, late shifts only.  Main Duties and Responsibilities:  1. Clean guest bedrooms and bathrooms 2. Vacuum rooms and corridors 3. Change and replenish bed linen, towels and guest amenities in line with company guidelines 4. Undertake regular deep cleaning tasks 5. Restock and maintain trolley on daily basis and dispose of waste accordingly 6. Be environmentally aware 7. Manage guest requests in a timely and efficient manner 8. Comply with hotel security, fire regulations and all health and safety legislation 9. Carry out lost property procedures 10. Assist other departments wherever necessary and maintain good working relationships.  Closing Date 31/08/23. | If you are interested, please speak to your work coach. |
| 24x7 Group | Home to School Transport Drivers (Permanent). | Manchester | \*\*Home to School Transport Drivers – part time/permanent\*\*   24x7 Group are looking for drivers to transport vulnerable children to and from school.  They are looking for friendly, helpful drivers who are happy to work and communicate with children.  They welcome applications from all age groups (over 25) and all backgrounds.  This role would suit someone wanting to work part time.  The role is not physically demanding and some children will have passenger assistants to support them where required.      \*\*To be eligible you must:\*\*    be 25 years or over,    hold a UK driving license of a minimum of 2 years    Good level of spoken and written English    Be available for work: 7am - 10am & 2pm -5pm Monday to Friday    £10.42 per hour, average hours 18-22 per week – TERM TIME ONLY    Closing Date 01/09/23. | Please message or speak to your Work Coach for more details. |
| DWP | Executive Officer – Disability Services – Manchester (Ref: 569). | Manchester | DWP are looking to fill Executive Officer roles in DWP, Work and Health Decision Making Directorate, Disability Services. These are key roles for people who have a positive attitude, a desire for public service and want to make a difference to people’s lives.  We welcome applications from candidates who demonstrate they have the right influencing and communicating skills to be responsive to the needs of a diverse group of customers, an ability to understand complex information and can make the right decision at the right time.  Within Disability Services we are responsible for delivering services to millions of disabled customers across a product portfolio made up of Personal Independence Payment, Access to Work, Disability Living Allowance and Industrial Injuries Disablement Benefit.  If you’re looking for a career that makes a clear and positive difference to people’s lives, then a DWP Executive Officer role may be an ideal for you! | To Apply go to [www.civilservicejobs.service.gov.uk](http://www.civilservicejobs.service.gov.uk/) and enter 309176 in the job title, skill or key words box.  Apply before 11:55pm on Tuesday 5th September 2023 |
| Co-op Live | Various Roles | Manchester | **Co-op Live Jobs Fair 08/09/23 10am to 12pm. Manchester Central Library, Peter Street, M2 5PD.**  Be Part Of The Crew.  2000+ Job Roles - coming April 2024.    Roles include: Security, Stewards, Bar Staff, Chefs, Hospitality, Warehouse and many more. | Speak to your work coach to book on the event. |
| Smartworks | Women Into Work jobs fair | Manchester Central Library | Smartworks are running a Women Into Work jobs fair on 12th September 10.30am-2pm at the Manchester Central Library. There are a lot of employers booked to attend and all employers are keen to employ and support more women in their workforce. Please see the link across to reserve your spot for the event. | [Smart Works 'Women Into Work' Jobs Fair, in Partnership with Novanta Tickets, Tue 12 Sep 2023 at 10:30 | Eventbrite](https://www.eventbrite.co.uk/e/smart-works-women-into-work-jobs-fair-in-partnership-with-novanta-tickets-687190193367?aff=ebdssbdestsearch) |
| Co-op Live | Various Roles | Manchester | BE PART OF SOMETHING BIG Co-op Live - the biggest live entertainment arena in the UK is coming to Manchester in April 2024. With a capacity of 23,500 fans, Co-op Live is set to deliver the ultimate live music experience. Co-op Live are searching for dedicated individuals like you to join their team to create a world-class fan experience and make every show unforgettable. From stewarding and security to box office, bar staff, chefs, hosting, events, and supervisory roles, there really is something for everyone. With 120+ shows per year, there will be countless opportunities for you to be part of the action. Simply log your interest and select your job preferences, and the Co-op Live team will notify you when roles become available later this year. Don't miss out on the chance to be part of something big!  Closing Date 12/09/23. | Co-op Live will be opening its doors next April, they are hiring for various roles in and around the arena. If you are interested in this you can register your interest on the Co-Op Live website. |
| Manchester Employer Suite | Email  Job Alerts | Manchester Employer Suite | Job Alerts and Weekly Newsletter for Employer Suite recruitments.    Please can customers be made aware they may receive emails which are restricted to MCC resident applicants. | Ask your work coach to book your place now. |