



Dudley Council's Employment and Skills Team works with Dudley residents and local businesses to achieve skills, experiences and employment opportunities in a variety of settings.

Current promoted vacancies

Medical Reception Apprentice | Coseley | £NMW | 30hrs per week

A well-established GP surgery Greeting are looking for the right person to welcome patients into the centre, liaise with doctors and other healthcare professionals, whilst learning procedures for prescription and office administration.

Receptionist | Coseley | £TBC | 30hrs per week

A well-established GP surgery Greeting are looking for an experienced receptionist to welcome patients into the surgery, operate the telephone and appointment booking system and provide administrative support.

Medical Secretary | Coseley | £TBC | 30hrs per week

A well-established GP surgery are looking for an experienced secretary to support the centre manager, GP's and other healthcare professionals with the day to day administration of the practice.

Security Operative | Black Country | £NMW | Security / Event Flexibility

A respectable local security company / trainer is looking for SIA qualified or people seeking SIA licences to provide retail, event and construction security.

Branch Colleague | Dudley | £NMW | Retail Flexibility

A popular high street service shop is looking for the right person to provide excellent in-store customer service as well as maintaining the store and contributing to high housekeeping standards. Full training given.

HR Business Partner | Dudley | Monday to Friday 9:00am to 5:00pm

We are seeking a seasoned Human Resources (HR) Business Partner with excellent communication skills, in-depth knowledge of HR best practices, and a track record of driving organisational change and development. This role will engage with our staff across the various companies within the UK and those working remotely from the Philippines.

Property Maintenance | Dudley & Wolverhampton | Flexibility & Driving Licence Required

A local health care provider is looking for a reliable person to support the finance team in maintaining strong financial systems, monthly controls and to efficiently run a finance department. Assisting with general queries from internal and external customers and supporting areas such as AR, AP and revenue.

Property Cleaner | Dudley & Wolverhampton | Flexibility & Driving Licence Required

We are currently seeking a dedicated and skilled Property Care Specialist: Cleaner, Stager & Maintenance Expert to join our Property Management Business. This role requires a proactive approach, excellent attention to detail, and the ability to work both independently and as part of a team.

Current promoted vacancies

Construction Groundworker | Dudley & Wolverhampton | Monday to Friday 7:30am to 4:30pm

We are currently seeking a self-motivated and professional Groundworker to join our Construction and Restoration Property Business. This role requires a 'can do' attitude, flexibility, great attention to detail, and a strong commitment to maintaining high standards. *Driving Licence Required.*

Site Manager | Dudley & Wolverhampton | Monday to Friday 7:30am to 4:30pm

We are currently seeking a self-motivated and professional Site Manager to join our Construction and Restoration Business. This role requires a 'can do' attitude, flexibility, great attention to detail, and a strong commitment to maintaining high standards. *Driving Licence Required.*

Telesales Executive | Stourbridge | £25k | Flexibility Required

Your role will involve working from a CRM database, contacting business owners to discuss their digital marketing needs and set appointments for our highly skilled sales team.



Title	Employer	Location	Deadline
Teaching Assistant	Bishop Milner Catholic College	Dudley	6 August
Accountant	Bishop Milner Catholic College	Dudley	6 August
Machine Setter	Complex Cold Forming Ltd	Wednesbury	6 August
IT Operative	Network IT 24	Dudley	9 August
Sales Processor	UK Doors (Midlands) Limited	Tipton	11 August
Water Network Operative	Onsite Centre Limited	Tipton	15 August
Customer Service	Specsavers	Dudley	21 August
Warehouse Operative	EHRCO Limited	Dudley	25 August
Business Administration	MBKB Limited	Dudley	28 August

We have **many more** opportunities available across all **areas** and **sectors** covering intermediate, higher and advanced levels of apprenticeships:

[Kingswinford](#)

[Brierley Hill](#)

[Stourbridge](#)



[Dudley](#)

[Halesowen](#)

You can also use the [Government service website](#) to search for opportunities by keyword, location, distance and level of apprenticeship.

Skills Team Employment Services

for Dudley residents we provide the following additional support:

- Reverse Marketing
- Cover Letter Writing
- CV Creation & Editing
- Application Assistance
- Job Market Advice & Guidance
- Opportunity Identification Guidance
- Interview Preparation & Techniques
- Upskilling & Further Education Guidance...

... and bespoke support through coaching and mentoring

✉ skills@dudley.gov.uk