

Choosing your future career

















Please send your applications at pinevalley@email.com





SALES ACCOUNT MANAGER

Are you an enthusiastic professional with a desire to succeed?

We are seeking an industry experienced professional, with the desire and determination to succeed in a competitive marketplace selling Xerax branded network solutions in the East Anglia region.

- The primary function of this role is:
- To develop, qualify and close new business
- Managing your own territory
- Achieving sales targets
- · Building and maintaining customer relationships

You will have the advantages of: Unlimited earning potential with generous basic plus an uncapped commission and bonuses. Taking advantage of a competitive cor allowance or a fully expensed company car

If you believe you have the desire to succeed then we look forward to meeting

you. Send your CV to: info@firstcopy.co.uk First Copy Corporation Ltd, 187 High Street, Bottisham, Cambridge, CB25 988 www.firstcopy.co.uk

JOB OPPORTUNITIES AVAILABLE IN NORFOLK AND CAMBRIDGESHIRE



ROLES & RESPONSIBILITIES

- Customer relationship
- management

 Data entry and data handling

TRIPMAP ADVERTISING

Read through the details about the new entrant job programme. Choose the three which are most important to you.

- We offer regular professional development opportunities, so that you are continually updating your knowledge and skills.
- We pay an average starting salary for the sector, and include excellent benefits such as an onsite gym, free parking and subsidised lunches in our café. We care about your wellbeing, and offer an annual wellbeing day, in addition to 25 days holiday a year.
- We are working towards reducing our carbon footprint, and aim to be carbon neutral by 2050.
- We care about our new entrants and want to retain good staff. You will be allocated a mentor for your first year with us.
- We offer hybrid working, whereby you must spend at least 2 days in our recently refurbished offices. We also offer flexible and part-time positions.
- A values driven organisation, we actively recruit a diverse workforce, and interest groups meet regularly at work. We promote a zero bullying culture.

Think about what might also be important that they don't mention...

- Line manager(s)
- Colleagues
- Location/Travel
- Do others recommend the organisation? (Check LinkedIn and review sites)
- Do they offer placements or internships to try first?
- Is the organisation well run, financially secure? How large (or small) is it?
- Is it in a growth sector?
- Is AI a risk or an opportunity for this business?

Here is the company's opening job specification. Underline 3 things which appeal to you.



5 apprenticeship positions available, open to school and college leavers, and new graduates. Levels 3-7.



We are seeking bold and innovative thinkers, who can problem solve.



We are a collaborative organisation, and work in teams.



We train on the job, and value practical skills.



You must be a good communicator and able to present your ideas logically and clearly.



You must have excellent IT skills.

For the three things you have underlined, add an example you could write about in your application.

Problem Solving

cadets, DT coursework, part-time job, chess club...

Teamwork

dance troupe, football team, school play, student union...

Practical skills

cooking competition, DIY project, art coursework, cleaning job...

Good communicator

debate society, science presentation, prefect application speech...

• IT skills

computing GCSE, social media campaign, Excel spreadsheet course...

Extension Activity 1

Now write a personal statement to include the examples you used above. Make sure it isn't longer than one page of A4, try and be concise. For your examples use the STAR method:

- Situation (what was the situation you were in?)
- Task (what task did you have to complete?)
- Actions (what did you do in order to complete the task)
- Result (and what was the result?)

Extension Activity 2

- If you were the interviewer, what questions would you ask the interviewee? Think of 3 really good questions.
- Now try these out on a partner!
- And if you were the interviewee, what questions would you ask the interviewer?
- Now try these out on a partner!

