M.V. KELLY LIMITED
Civil Engineering & Building Contractors

Amington Road
Tyseley
Birmingham
B25 8ET

Tel: (0121) 708 5000
Fax: (0121) 693 7662
Email: enquiries@mvkelly.co.uk
Web: www.mvkelly.co.uk

"M.V. Kelly are a successful multi-million pound family company, which continues to grow. It is a friendly, fast-paced and busy environment and we look for hardworking, dedicated and flexible staff to grow and evolve with the business."

Plant Apprentice (Office)

Contract Type: Apprenticeship
Duration: 18 Months
Location: Head Office Solihull – B90 4RT
Hours: 7:30am – 16:30pm
To Start: Asap
Salary & Benefits: £15,000 pa, life assurance, 23 days holiday (excl. bank holidays)

We are looking for a bright, highly motivated and ambitious individual to join our fast-paced plant department as a Plant Apprentice.

This is an excellent opportunity to start building a career in construction whilst undertaking work-based learning. You will finish the apprenticeship with both a professional qualification in Business Administration Level 3 and real practical experience of the area that will more than equip you for the job of a Plant Assistant.

M.V. Kelly has a considerable investment in plant and is the largest contracting purchaser of Hitachi plant in the UK. A solid workforce and modern plant allows the business to deliver work to a high standard that has been well recognised by clients. The company operates a 3-year replenishment cycle policy and purchases additional items to facilitate the demanding workload. All plant is subject to a planned preventative maintenance schedule and M.V. Kelly pride themselves on the high standard of their plant, with presentation for the business and clients being key. By owning and maintaining our own plant we can ensure we have the best and safest equipment without being reliant on external plant hire. M.V. Kelly's fleet consists of excavators, dumpers, commercial vehicles, and cars with a combined fleet holding a figure of just under £42m.

Key Responsibilities and Accountabilities

- Answering and logging calls received from site
- Feedback to site on timings / equipment where necessary
- Filing/printing
- Administration

Whilst training to undertake:

- Plant recalibrations
- Buying plant and associated items
- Maintenance of fuel

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Requirements:

- No previous relevant experience necessary (we will provide training)
- At least 5 GCSE's grade A-C and/or at least 2 B's at A Level (or equivalent)
- Excellent computer skills, including Word and Excel
- Effective oral and written communication skills
- Excellent interpersonal skills
- Demonstrate an extremely high level of confidentiality
- Excellent organisational skills
- Must be able to identify and resolve problems in a timely manner
- Must be able to gather and analyse information skillfully
- Confident, ambitious and motivated personality

The standard of work, salary and benefits offered at M.V. Kelly surpass those of many and promise to develop your potential to its full capacity.

Application Process:

Please visit our website to apply www.mvkelly.co.uk or send your CV and cover letter to mvkrecruitment@mvkelly.co.uk

Data Protection Disclaimer
By applying for this position, you are giving consent to store and process your personal details as the company sees fit for the purpose of recruitment, in accordance with current Data Protection Legislation. All CV's//applications of unsuccessful candidates or of candidates deemed potentially suitable for future positions will be retained securely and confidentially for 6 months, after which records will be destroyed.
If you do not wish for your details to be kept following an unsuccessful application, please confirm this in your application.

Equal Opportunities
M.V. Kelly is an equal opportunities employer; it is company policy not to discriminate against individuals with regards to age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation.