**We are looking for someone who...**

* Has a bit of a spark about them
* Can work in a small team
* Wants responsibility
* Wants to learn business skills
* Wants to do lots of different tasks using IT and web-based resources
* Can be confident speaking to people on the telephone
* Wants to do an apprenticeship and are prepared to study for vocational qualifications at the same time as working.

**The ideal candidates will:**

* Have Standard Grades or better in English, Maths and IT
* Aged 16-24 years and live in Fife
* Have a “can do, will do” attitude towards all aspects of the job
* Be quick learners and good natural communicators
* Live within a reasonable travel to work distance to the office

**General description of duties and roles**

Duties will vary for each employer. Specific job profile to follow.

**What we offer**

* A one year fixed term contract of employment with excellent long term prospects
* Level 3 Diploma in Enterprising Skills in a Business Environment (Scotland’s first!)

**How to apply**

Look out on the following websites for the launch of the vacancies!

* [www.opportunitiesfife.org.uk](http://www.opportunitiesfife.org.uk)
* [www.apprenticeshipsinscotland.com](http://www.apprenticeshipsinscotland.com)
* [www.apprenticeshipsinenterprise.com](http://www.apprenticeshipsinenterprise.com)