<table>
<thead>
<tr>
<th>Vacancy Details</th>
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<tbody>
<tr>
<td><strong>Job title</strong></td>
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<tr>
<td><strong>Employer Name</strong></td>
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<tr>
<td><strong>Vacancy Location</strong></td>
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<tr>
<td><strong>About the Apprenticeship</strong></td>
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<tr>
<td><strong>Weekly Wage</strong></td>
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<tr>
<td><strong>Working Week</strong></td>
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**Future prospects description**

Upon completion of the Apprenticeship and evaluation by the company’s supervisors, the successful candidate may be offered a job at the end of the Apprenticeship.

**Employer Details**

**Employer Description**

Absolute Label Services is a leading provider of tailor-made sales, marketing and business management solutions for independent record labels, single-artist labels and brand-owned music labels.

**Employer website**

[www.absolutelabelservices.com](http://www.absolutelabelservices.com)

**About the Candidate**

**Skills required**

- Excellent organisational and interpersonal skills
- Ability to work in different teams and departments
- Self-motivated and reliable
- Good attention to detail and time management when researching artists and conducting operational tasks
- Strong communication (written and verbal) skills
- Ability to work to a schedule and deliver on individual tasks and responsibilities within a team structure

**Personal Qualities**

- A strong work ethic and commitment to meet the standards required
- Excellent coordination skills
- Ability to generate ideas and concepts
- Willing to learn
- Interest of working in various departments
- Basic Admin, Digital and Marketing knowledge

**Qualifications Required**

Minimum qualifications are English, Maths and ICT GSCE’s level A-C or equivalent. Graduates can apply but a degree not necessary nor will it give you an advantage. Common sense, a good attitude and a strong application is what we are looking for.

**Additional Detail**

**Important Other Information**

Candidates who are shortlisted must be available on the 27th of March 2019 to attend an Assessment Day which will include their first interview.

**Reality Check**

Do not contact the employer directly; failing to adhere to this will see your application automatically withdrawn.

**How to Apply**

To apply for this vacancy, you must complete an application form and return this to recruitment@divaapprenticeships.com. CVs will not be accepted.
You can find an application form on our website at www.divaapprenticeships.com

Do not contact the employer directly; failing to adhere to this will see your application automatically withdrawn.

Supplementary Application Form Questions

<table>
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<tr>
<th>Two Vacancy Specific Questions</th>
<th>1. What’s your favourite music?</th>
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<tbody>
<tr>
<td></td>
<td>2. Where do you see yourself in 5 years’ time!</td>
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Key Dates

<table>
<thead>
<tr>
<th>Closing date</th>
<th>10th February 2019</th>
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<tbody>
<tr>
<td>Interview start date</td>
<td>1st April 2019</td>
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<tr>
<td>Possible start date</td>
<td>29th April 2019</td>
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About the training

You will be working towards a **Level 4 Diploma in Business and Professional Administration**. In addition to crucial ‘on the job training’ depending on the qualification selected you may also study the following units:

- Principles of Marketing
- Project Management
- Principles of Quality Management
- Analyse and Present Business Data
- Managing Information and Knowledge
- Manage Information systems