

# VACANCY BULLETIN

Helping you to  
secure employment ...



## WORKSHOP

## Employment Skills Workshops

Our workshops aim to give you the confidence and skills to successfully find, apply for and succeed in a job interview. They are delivered online in a friendly and supportive environment.

**Skills for Effective Job Searching**  
5/11/20, 2pm - 3pm

**Participate in Online Interviews**  
10/11/20, 11am - 12pm

**Prepare a Professional CV**  
10/11/20, 2pm - 3pm

**Techniques for a Successful Interview**  
12/11/20, 11am - 12pm

**Wellbeing Workshop.**  
15/11/20, 11am - 12pm

**Women N2 Work**  
10/11/20 Every Tuesday, Wednesday, Thursday  
for 5 weeks, 10am - 12pm

To Register

Click  
Here



## Help to Prepare Your CV

Do you need a new CV, have one that needs updated or just want to ensure your CV meets the requirements of any job you are applying for? Our experienced team of employment advisers are here to help.

For assistance, please complete our CV questionnaire and a member of the A2E team will work with you to create a professional CV, highlighting your transferable skills and abilities to prospective employers.

Click  
Here

## PUBLIC SECTOR



West Lothian  
Council

For the latest on vacancies within West Lothian Council, including:

- Social Care Practitioner
- Joiners x 3
- Caretaker
- Social Care Support Worker x 2
- Cook Supervisor
- Supply Cook/Assistant Cook

Click  
Here

## RETAIL

Retail Sales Assistant, Fossil, Livingston (PT) - [Details here](#)

Store Manager (FT Permanent). Diageo, Edinburgh Park closes 15/11/20 [Details here](#)

Store Supervisors x 2 (FT 1 x 40hrs 1 x 30hrs). The North Face Brasil, Livingston Designer Outlet [Details here](#)

Keyholder (8hrs). Claire's, Livingston [Details here](#)

Supervisor 16hrs and Sales Assistants 8hrs/4hrs. Quiz, Livingston [Details here](#)

Sales Adviser (20hrs). Top Shop, Livingston [Details here](#)

Sales Adviser – Stockroom (FT). Ted Baker, Livingston Designer Outlet [Details here](#)

Store Assistant (FT). Aldi, Bathgate [Details here](#)

## WAREHOUSING

Operative Warehouse (FT). Catalent, Bathgate [Details here](#)

Chill Warehouse Operatives (FT). via 24/7 Recruitment, Livingston [Details here](#)

Warehouse Operative (FT). Connect Office Supplies, Livingston [Details here](#)

Warehouse Operative (FT Shifts). via Connect Appointments, Livingston [Details here](#)

Warehouse Order Picker (FT various shift patterns). Via Connect Appointments, Livingston [Details here](#)

Warehouse Operative (FT). Amazon, Bathgate [Details here](#)

Warehouse Operative (FT Temp to 22nd December). Global Logistic Staff Ltd, Livingston [Details here](#)

Sortation Operative, Amazon, Bathgate (FT) - [Details here](#)

## Additional Vacancies

**Administrative Officer / Case Worker (FT Permanent).** Scottish Courts Tribunal Service, Edinburgh [Details here](#)

**Senior Administrative Assistant (FT).** Catalent, Bathgate [Details here](#)

**Care Coordinator (FT).** General Healthcare Group, Livingston [Details here](#)

**Operative [Overhead Line Equipment] x 2 positions (FT Permanent).** Network Rail, Portobello [Details here](#)

**Preproduction Label Co-ordinator - Label Control (FT).** Catalent, Bathgate [Details here](#)

**Prison Officer – Residential (FT shift work).** HMP Edinburgh [Details here](#)

**Customer Service Administrator (FT).** Edinburgh Airport via Search Consultancy Ltd. [Details here](#)

**Senior Software Engineer (FT).** Mitsubishi Electric Air Conditioning Systems, Livingston [Details here](#)

**A2C Reporting, Analytics & Data Insights Lead – Home Based (FT).** Iron Mountain, Livingston [Details here](#)

**Customer Service Administrator (FT).** Aspirare Recruitment, Bathgate [Details here](#)

**Performance Analyst (FT 12mth Fixed Term Contract).** Diageo, Edinburgh Park closes 06/11/20 [Details here](#)

**L2 Support Analyst (FT).** Iron Mountain, Livingston [Details here](#)

**Senior IT Technical Support Analyst (FT).** Iron Mountain, Livingston [Details here](#)

**Prison Services Assistant (FT).** HMP Edinburgh [Details here](#)

**LGV Driver (FT Permanent – Shift patterns).** DHL Supply Chain, Livingston [Details here](#)

**Area Security Officer (FT Permanent).** G4S, Livingston closes 29/11/20 [Details here](#)

**Area Security Officer (FT Permanent).** G4S, Bathgate closes 29/11/20 [Details here](#)

**Customer Service Adviser (PT variety of shifts).** Argos, Linlithgow [Details here](#)

**Integrated Case Management / Risk Management Admin Assistant (FT Permanent).** HMP Edinburgh [Details here](#)

**Multi Skilled Driver (various vehicles / flexible working days hours).** Corr Recruitment, West Calder [Details here](#)

**Domestic Assistant (PT).** NHS National Services Scotland, Livingston [Details here](#)



## Management

**Project Manager (FT Permanent).** Catalent, Bathgate [Details here](#)

**Project Manager (FT).** Catalent Pharma Solutions, Bathgate [Details here](#)

**Head of Quality Assurance – Biotech / Life Sciences / Med-Tech (FT).** via ESS Recruitment [Details here](#)

**Account Executive Clinical Supplies (FT).** Catalent, Bathgate [Details here](#)

**Area Manager – East and South Scotland,** Trussell Trust (FT/FTC 2 years) [Details here](#)

**Branch Supervisor (25hrs/wk.).** Scotmid, Deans, Livingston [Details here](#)

**Associate Operational Effectiveness Director (FT).** IQVIA, Livingston [Details here](#)

**Project Engineering Manager, Grangemouth (FT) -** [Details here](#)

**Assistant Fishery Manager (FT).** Cobbinshaw Angling Association, West Calder [Details here](#)



## Financial Wellbeing

Your financial wellbeing is important, money worries can have a big impact on your day to day life as well as your physical and mental health. The Advice Shop offers a free, impartial, confidential and holistic service and can help with the following:

**Benefits:** Check benefit entitlements, help to claim and challenge benefit decisions

**Debt:** Support anyone worried about or dealing with debt by negotiating with creditors and exploring debt options

**Housing:** Help with housing issues including rent or mortgage arrears and provide advice on homelessness decisions

**Energy:** Helping you save money on gas and electricity costs

If you would like advice, please call 01506 283000/ Option 1 or fill in our online referral form [here](#), and an advisor will call you back.

## Young People

Body Repair Parts Technician MA, Armits Autos, Broxburn (FT) - [Details here](#)

Assurance Apprenticeship Programme, Ernst Young, Edinburgh/Glasgow - [Details here](#)

Tax Apprenticeship Programme, Ernst Young, Edinburgh/Glasgow - [Details here](#)

Early Learning and Childcare Apprentice (FT). Bathgate via Carousel Training Centre [Details here](#)

Sales Adviser (16hrs). Top Shop, Livingston [Details here](#)

Seasonal Sales Assistant (various hrs. available Fixed Term Contract to 03/01/21). Card Factory, Bathgate [Details here](#)

ICT & Communications Engineer MA, Scottish Fire and Rescue Service, Newbridge (FT x 2) - [Details here](#)

Crew Member (PT Flexible hrs available). McDonald's, Livingston Designer Outlet [Details here](#)

Crew Member (FT Fully Flexible). McDonald's, Livingston Designer Outlet [Details here](#)

Crew Member (FT Fully Flexible). McDonald's, Bathgate [Details here](#)

Sales Assistant (8hrs permanent). Shoe Zone, Livingston [Details here](#)

Career Starter Apprenticeship in Retail (FT). New Aldi Store, Livingston [Details here](#)

Apprentice Light Vehicle Service Technician (FT). Damside Garage, Shotts [Details here](#)

Check out [www.apprenticeships.scot](http://www.apprenticeships.scot) for more MA vacancies.



## THE WELLBEING TEAM

The Wellbeing Team offer a wealth of knowledge and experience in coaching, mental health issues, support and personal development.

The service is delivered via telephone and online consultations, through one to one sessions and voluntary group work, with the aim of empowering individuals to reach their goals and potential.

For more information or to request an appointment, visit [here](#), call 07799131203 or email [a2ewellbeingteam@westlothian.gov.uk](mailto:a2ewellbeingteam@westlothian.gov.uk)

## Additional Vacancies

Domestic Assistant (PT guaranteed 25hrs per week). Leonard Cheshire, Kirkliston [Details here](#)

Office Administrator/Bookkeeper (FT Permanent). Paterson Accountancy Ltd, Livingston [Details here](#)

On Call Customer Service Assistant (variable hours 12mth Fixed Term Contract). BOS, Livingston [Details here](#)

Maintenance Operative / Painter (FT). Persimmon Homes, Bathgate [Details here](#)

Transport Planner (FT). WR Logistics, Armadale [Details here](#)

IT Systems Validation Engineer (FT Permanent). Adepto Technical Recruitment Ltd, West Lothian [Details here](#)

Maintenance Co-ordinator (FT Permanent). LSL Property Services Ltd, Bathgate [Details here](#)

Operations & Planning Co-ordinator (FT Permanent). Smartsearch Recruitment [Details here](#)

Student Counsellor (PT) Napier University, Edinburgh closes 08/11/20 [Details here](#)

Women's Support Worker, Women's Aid West Lothian (FT). West Lothian Women's Aid, Livingston closes 17/11/20 [Details here](#)

Reach Forklift – Bendi (Temp). via Driver Hire, Bathgate [Details here](#)

Forklift Driver – Counterbalance (Temp). via Driver Hire, Ratho [Drivers here](#)

Parcel Delivery Van Drivers, Multi-drop – Cat B (Seasonal). Via Driver Hire, Broxburn [Details here](#)

Joiners C&G Levels 1, 2, 3 (Temp but could lead to permanent). via Driver Hire, West Lothian [Details here](#)

Research Assistant (FT 6mth Fixed Term Contract). Edinburgh Napier University [Details here](#)

Oracle Development Manager (FT). Scottish Government, Edinburgh closes 23/11/20 [Details here](#)

Software Developer (FT). via REED, West Lothian [Details here](#)

Operations & Planning Co-ordinator (FT Permanent). Smartsearch Recruitment [Details here](#)

Lecturer-Childhood Practice (Bank Lecturer). West Lothian College, Livingston [Details here](#)

Production Operator x 3 positions (2 Dayshift/1 Nightshift - FT Permanent). Flexible Surface Technology Ltd, Livingston closes 14/11/20 [Details here](#)



## National Transition Training Fund

The National Transition Training Fund has been established to support individuals aged 25 or over who have been unemployed since 1st March 2020, or are currently under threat of redundancy, to access an industry recognised qualification.

The National Transition Training Fund offers training in areas where growth in the labour market is expected, and provides you with a strong footing for employment opportunities.

If you are claiming benefits, your DWP work coach will be able to refer you to a local training provider. If you are not claiming benefits, you can call the SDS helpline directly on 0800 917 8000.

Alternatively or, for more information or to register



## Additional Vacancies

**Employment Coordinator (FT).** Enable Scotland, Edinburgh [Details here](#)

**Case Worker (FT and PT vacancies).** Access to Industry, Edinburgh [Details here](#)

**Access Data Controller (FT).** Access to Industry, Edinburgh [Details here](#)

**Employability Workers (2 x FT Permanent).** Venture Trust, Edinburgh and Glasgow [Details here](#)

**Support Worker (FT & PT).** Simon Community Scotland, various locations across central Scotland [Details here](#)

**Employment Advocacy Worker (FT).** Capital City Partnership, Edinburgh [Details here](#)

**Administrator, (FT).** Children 1st, Bathgate [Details here](#)

**Lecturer-Accounting (PT Fixed Term).** West Lothian College, Livingston [Details here](#)

**Maintenance Co-ordinator (FT Permanent).** LSL Property Services Ltd, Bathgate [Details here](#)

**Motor Mechanic (FT Permanent).** CLS Garage Services Ltd, Bathgate [Details here](#)

**Business Start Up**



Have you ever considered working for yourself, using your skills, talents and knowledge to shape your own future?

Business Gateway offer free, one-to-one support, helping you explore all aspects of starting up in business.

For more information or to arrange to speak to an adviser.



## One to One Support

One to one support is available from an Access2employment Employment Adviser who will assist with:

- Understanding your transferrable skills
- Job searching
- CV preparation and a stand out cover letter
- Online applications
- Preparing for Interview

To book a telephone or online appointment with an Employment Adviser, contact us by:



Freephone: **0800 032 9768**



[access2employment@westlothian.gov.uk](mailto:access2employment@westlothian.gov.uk)



[Book an appointment](#)

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European Social Fund  
Investing in a Smart, Sustainable and Inclusive Future