

# VACANCY BULLETIN

Helping you to  
secure employment ...



## WORKSHOP

## Employment Skills Workshops

Our series of employment skills workshops aim to give you the confidence and skills to successfully find and apply for a vacancy and on succeed in a job interview.

They are delivered online in a friendly and supportive environment.

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

**Participate in Online Interviews**  
19/11/20, 11am - 12pm

**Prepare a Professional CV**  
24/11/20, 2pm - 3pm

**Introduction to Customer Service**  
26/11/20, 2pm - 3pm

Workshop Registration

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 Worker
- School Crossing Patrols
- Fair Trading Officer
- Pupil Support Worker
- Development Management Technician
- Assistant Accountant

Click  
Here

## RETAIL

Temporary Customer Service Assistant (PT). Scotmid, Bo'ness [Details here](#)

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

Sales Adviser – Sales and Service (PT Temp). River Island, Livingston [Details here](#)

Sales Assistant (PT). Osprey London, Livingston Designer Outlet [Details here](#)

Customer Assistant (FT). Morrisons, Bathgate [Details here](#)

Retail Assistant (FT). Iceland, Livingston [Details here](#)

Customer Assistant (20hrs). M & S, Livingston [Details here](#)

## WAREHOUSING

Warehouse Operative (various shifts available). Amazon Bathgate – via Adecco Bathgate [Details here](#)

Warehouse Operative, (various shifts available). Amazon Dunfermline via Adecco - Subsidised transport available [Details here](#)

Warehouse Operative (PT). LIDL, Holytown [Details here](#)

Warehouse Supervisor (FT). The Range, Livingston [Details here](#)

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

Warehouse Operative (FT). via 24/7 Recruitment, Deans Industrial Estate [Details here](#)

## Additional Vacancies

**HR Advisor -Manufacturing (FT).** via Escape Recruitment, Livingston [Details here](#)

**Electrician, Venn Group (FT Permanent and Temp).** Livingston [Details here](#)

**Store Supervisor (FT).** VF Corporation, Livingston [Details here](#)

**Vehicle Technician – Forklifts (FT)** Rise Recruitment, Livingston [Details here](#)

**Head of Change & Projects (FT).** Sky, Livingston [Details here](#)

**Production Operative (FT).** via Connect Appointments, Livingston [Details here](#)

**School Crossing Patrols x 13 (PT 10hrs/wk. Permanent).** West Lothian Council [Details here](#)

**Home Delivery Drivers (PT).** Morrisons, Livingston [Details here](#)

**Re-enablement Assessor (FT).** Social Care Community Partnership, Broxburn [Details here](#)

**Domestic Assistant (FT).** Four Seasons Health Care, Uphall [Details here](#)

**Domiciliary Optometrist (FT),** Specsavers, Livingston [Details here](#)

**Volunteer Coordinator Scotland and Northern Ireland (FT).** Compassionate Friends, Home Based [Details here](#)

**Support Workers (FT).** with You, Edinburgh [Details here](#)

**Development Worker x 2 (FT).** Youth Vision, Balerno, Edinburgh [Details here](#)

**Family Support Coordinator (FT).** Home Start, West Lothian [Details here](#)

**Sessional Workers, (Sessional).** Cattanach Associates, Home Based [Details here](#)

**Driver/Yard Person (FT).** VMS Ltd, Bathgate [Details here](#)

**Data Engineer – Test Analyst (FT).** SKY, Livingston [Details here](#)

**Parcel Sorter (FT/Early Shifts).** via Connect Appointments, Livingston [Details here](#)

**Customer Service Advisor (various positions FT/PT/Flexible).** SKY, Livingston [Details here](#)

**Home Delivery Driver (Iceland).** Iceland Foods, Livingston [Details here](#)

**Registered Nurse (FT).** Peacock Medicare, Livingston [Details here](#)

**Reach Forklift Driver (FT Temp).** via Escape Recruitment, Livingston [Details here](#)

**Clinical Research Associate (FT).** IQVIA, Livingston [Details here](#)



## Management

**Duty Manager (FT).** Xercis4Less, Livingston closes 10/11/20 [Details here](#)

**Store Manager (FT Permanent).** Benson for Beds, Livingston [Details here](#)

**Assistant General Manager (FT).** Exercise4Less, Livingston [Details here](#)

**Director, Pre Analytical Services (FT).** IQVIA, Livingston [Details here](#)

**Quality Management System Specialist – Remote (FT).** Catalent [Details here](#)

**Head of Operations South East (FT Permanent).** Skills Development Scotland, Livingston [Details here](#)

**Head of CIAG Operations (FT Permanent).** Skills Development, Glasgow [Details here](#)

**Head of Change & Projects, Sky, Livingston** [Details here](#)

**Business Development Executive, Sky, Glasgow** [Details here](#)

**Sales Manager - Commercial Vehicles (FT).** DG Associates, Broxburn [Details here](#)

**Warehouse Manager (FT).** via Search Agency [Details here](#)



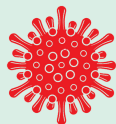
## Financial Wellbeing

Most people see an increase in heating bills over the winter months. Particularly at this time, as we are all spending more time at home, both gas and electricity bills are rising. Many fuel suppliers offer a Warm Home Discount to their most vulnerable customers. The advice shop can offer advice and assistance on this and can check if your supplier offers this discount and whether you qualify. With the competitive energy market, it's always worth checking whether switching to another supplier could save you money. The advice shop can offer help with:

- Billing problems
- Warm Home Discount
- Tariff comparison and switching advice
- Advice on grants for energy efficiency measures
- General energy efficiency advice
- Methods of payment

Contact the Advice Shop energy advice team on 01506 283000 (option 4) or email [energy.advice@westlothian.gov.uk](mailto:energy.advice@westlothian.gov.uk)

# Coronavirus Update



**COVID -19**  
CORONAVIRUS

West Lothian is one of 11 Scottish council areas which will enter Level 4 lockdown on Friday 20 November 2020, 6pm. Amongst the restrictions, this will see non-essential shops, pubs, restaurants and gyms closing for three weeks, although schools will still be open.

For more detailed information on lockdown restrictions in West Lothian over the next three weeks, visit the Scottish Government website [here](#) for more comprehensive information.

## Young People

Apprentice IT Service Desk Assistant (FT). Aviagen, Newbridge closes 04/12/20 [Details here](#)

Apprentice Business Administrator (FT). Sixth Sense, Broxburn [Details here](#)

Apprentice Warehouse Assistant (FT). Worldwide Tradelink Ltd. Whitburn [Details here](#)

Fast Fit Apprentice Technician (FT). Independent Garage, Bellshill [Details here](#)

Graduate Apprenticeship – Design Engineer (FT). Leonardo, Edinburgh [Details here](#)

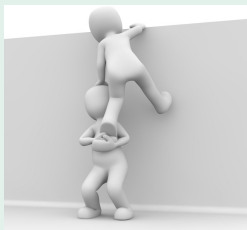
Area Manager (12month Graduate Programme). Aldi Bathgate [Details here](#)

Customer Service Apprenticeships (FT). Travis Perkins PLC, West Lothian [Details here](#)

Army Apprentice (various opportunities - FT) UK [Details here](#)

Software Development Apprentice (FT). GP Strategies Glasgow [Details here](#)

Trainee Intelligence Analyst Apprentice (FT) Nationwide [Details here](#)



## 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

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

Administrative Assistant (FT Permanent). Building Repair Solutions, Livingston [Details here](#)

Bookkeeper/Assistant Accountant (full or part time). via Escape Recruitment, Falkirk/Clackmannan [Details here](#)

Research Financial Administrator (FT Fixed Term – Maternity cover). University of Glasgow closes 23/11/20 [Details here](#)

Support Worker (FT). The Action Group, West Lothian closes 30/11/20 [Details here](#)

Assistant Advice Services Manager (FT). The Action Group, Edinburgh [Details here](#)

Casual Care Worker Support Vacancies (various locations including Lothians). The Action Group [Details here](#)

Data Engineer (FT) – Test Analyst, Sky, Livingston [Details here](#)

Dev-FinOps Engineer, Sky, Livingston [Details here](#)

Health & Safety Advisor (FT). via Michael Page, Livingston [Details here](#)

Reablement Officer (FT). The Social Care Community Partnership, Broxburn [Details here](#)

Shift Engineer (FT rotational shifts). via Talento, Livingston [Details here](#)

Software Engineer (FT). via Outsource UK Ltd, Livingston [Details here](#)

Multi-drop Van Driver (FT). via DCS Recruitment Ltd, Livingston [Details here](#)

Housing Officer x 2 (temporary for 3mths.). via Pertemps, Livingston [Details here](#)

Technician – Street Lighting (FT Permanent). West Lothian Council, Whitehill, Bathgate [Details here](#)

Gas Engineer (FT Permanent). West Lothian Council, Kirkton Campus [Details here](#)

Russian Speaking Customer Services (FT – Home Working). via Blue Arrow, Livingston [Details here](#)

French Speaking Customer Services (FT – Home Working). via Blue Arrow, Livingston [Details here](#)

General Management Industrial Placement – various student positions (FT). Aldi, Bathgate [Details here](#)

Brand Officer (FT. Cancer Research, Home working/Edinburgh [Details here](#)

Delivery Driver (FT). Mac One Logistics Ltd, Livingston [Details here](#)



## Financial Skills Workshop

Has lockdown affected your income? Do you want to take control of your money? How can you get money ready for Christmas?

West Lothian Council's Adult Learning team are offering free money workshops via ZOOM, where you can learn tips and techniques on how to budget, to use credit cards safely, understand APR and the real cost of loans as well as understanding bank and credit card statements.

For more information, email Ruth at [adultlearning@westlothian.gov.uk](mailto:adultlearning@westlothian.gov.uk)

## Additional Vacancies

CSS Supplier Quality Specialist (FT). Catalent, Bathgate [Details here](#)

Shipping Administrator (Temp). via Escape Recruitment, West Lothian [Details here](#)

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

Assessor (FT). Advanced Training Solutions Ltd, Deans, Livingston [Details here](#)

General Labourer (FT). Via MAP Recruitment, Broxburn collection for Edinburgh site [Details here](#)

Experienced Counter Assistant (FT). Gerry's Takeaway, Bathgate [Details here](#)

Home Based Events Organiser (self employed Home Based). Cheeki Monkeys [Details here](#)

Beauty Guide (FT). John Lewis PLC, Edinburgh [Details here](#)

People Partner (3 days p.w./12 month contract). The Gyle, Edinburgh [Details here](#)

Assistant Project Manager, Electrical & Telecoms (FT). via ATA Recruitment, South Lanarkshire [Details here](#)

Field Sales Manager (FT). via Service Innovation Group UK, Edinburgh/Birmingham [Details here](#)

Cleaning Operative (FT Temp until 11/12/20). ISS, Mid Calder [Details here](#)

Door to Door Sales (Basic plus commission). ML Recruitment, Livingston [Details here](#)

Tax Senior / Supervisor (FT). via Hay Recruitment, West Lothian [Details here](#)

Bottling Line Operative (FT). via Connect Appointments, Broxburn [Details here](#)

Customer Assistants (various Part Time opportunities). M & S, Livingston [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.

Click Here



## One to One Support

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

- Understanding your transferable 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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West Lothian Council



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