

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 to succeed in a job interview.

They are delivered online in a friendly and supportive environment.

Skills for Effective Job Searching
1/12/20, 11am - 12pm

Prepare a Professional CV
3/12/20, 11am - 12pm

Introduction to Customer Service
8/12/20, 2pm - 3pm

Participate in Online Interviews
15/12/20, 2pm - 3pm

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

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:

- HR Support Assistant
- Benefit Development Officer
- Subsidy Officer
- Accountant Level 1
- Teacher of Biology
- Assistant Accountant

Click
Here

RETAIL

Sales Assistant (PT Permanent). HSL, Bathgate
[Details here](#)

Customer Assistant Nights (16 – 30hrs Fixed Term). Morrison's Livingston [Details here](#)

Temporary Recruitment (10 – 16hrs Fixed Term). Morrison's Livingston [Details here](#)

Customer Service Assistant (16hrs over 2 days). C J Lang & Sons, Linlithgow [Details here](#)

Supervisor (FT). Original Penguin, Livingston [Details here](#)

Grill Chef (FT). Tiago, Livingston [Details here](#)

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

Customer Assistant (various opportunities). Tesco Bathgate [Details here](#)

WAREHOUSING

Warehouse Operative (FT Permanent). DHL, Livingston [Details here](#)

Warehouse People / Picker Packers (Christmas Cover starts end November). via Driver Hire [Details here](#)

Warehouse Cleaning Operative (FT). SE Commercial Services, Brucefield Industrial Estate [Details here](#)

Warehouse Operative (FT). PMP Recruitment, Livingston [Details here](#)

Sortation Associate Warehouse Pickers (FT Temporary). Amazon, Livingston [Details here](#)

Warehouse Manager (FT). via Networx – Recruitment Software & Services [Details here](#)

Warehouse Operative (FT). via Manpower, Bo'ness [Details here](#)

Additional Vacancies

Support Workers (various hours available). Ark Housing, Linlithgow [Details here](#)

Administrator (FT Permanent). Centre of Enhanced Learning & Teaching, SRUC Oatridge College [Details here](#)

Lecturer in Engineering (FT Permanent). SRUC Oatridge College, West Lothian [Details here](#)

Vetinary Nursing Lecturer / Clinical Tutor (FT Permanent). Glasgow University Small Animal Hospital / Oatridge Campus West Lothian [Details here](#)

Instructor – Hairdressing (Sessional 2hrs/week). West Lothian College [Details here](#)

Community Care Worker (FT Permanent). CURA Care Services, West Lothian [Details here](#)

Prison Custody Officer (FT Permanent). GEOamy, Linlithgow [Details here](#)

Prison Custody Officer (FT Permanent). GEOamy, Edinburgh [Details here](#)

Administrative Assistant (FT). Claims Advisory Group, Livingston [Details here](#)

HR Coordinator (FT). Valneva, Livingston [Details here](#)

QA Specialist (FT). Valneva, Livingston [Details here](#)

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

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

Civil Engineer (FT Permanent). via Penguin Recruitment, Edinburgh [Details here](#)

Maintenance Plumber (FT). via Randstad CPE, Edinburgh [Details here](#)

Fire Alarm Engineer (FT). via Armstrong Evans Recruitment Specialists, Edinburgh [Details here](#)

Air Conditioning Engineer (FT Permanent). via Partner Recruiter, Edinburgh [Details here](#)

PTS Electrician (FT). Ganymede, Bathgate [Details here](#)

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

Unplanned Corrective Maintenance Scope Lead, (FT). GE Renewables, Livingston [Details here](#)

Staff Nurse RMN (FT Permanent). Tippethill House Hospital, Whitburn [Details here](#)

Home Delivery Drivers (16 – 30hrs). Morrison's Livingston [Details here](#)

Skilled Butcher (FT Permanent). Morrison's Bathgate [Details here](#)

Skilled Butcher (16 – 30hrs Permanent). Morrison's Bathgate [Details here](#)



Management

Lettings Property Centre Manager (FT Permanent). LSL Property Services plc, Bathgate [Details here](#)

Sr Sales Manager – Account Sales (FT). GE Renewables, Livingston [Details here](#)

Warehouse Manager (FT). via Search Consultancy, Livingston [Details here](#)

Relief Pharmacy Manager (FT Permanent). Morrison's Pharmacy's covering various locations [Details here](#)

AP Manager (FT). Iron Mountain, Livingston [Details here](#)

Assistant Manager (FT Permanent). Farmfoods, Livingston [Details here](#)

Administration Team Leader (FT Permanent). via Indeed on behalf of C-Plan Telecommunications Broxburn [Details here](#)

Operations Manager (FT). The Fostering Network, Glasgow/Home working. Closing 8/12/20 [Details here](#)

Policy, Public Affairs & Campaigns Manager (FT). MS Society, Ratho. [Details here](#)

Project Manager (FT). Scalcity, Edinburgh [Details here](#)

Store Manager (FT). Dune, Livingston [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

Young People

Graduate Apprenticeship IT Business Management (FT). FutureScot, Canongate, Edinburgh [Details here](#)

Saturday and Sunday Packers (8am – 4pm). Via Blue Arrow, Livingston [Details here](#)

Trainee Farm Business Analyst (FT Permanent). SRUC Technopole nr. Edinburgh [Details here](#)

GE Digital Internship – Engineering (FT 12 months internship), GE Renewables, Livingston [Details here](#)

Kit Builders - Clinical Trials (Backshift 6 month contract Mon - Fri). Q2 Solutions, Livingston [Details here](#)

Junior Site Engineer ideally min 6mth – 1yr experience (FT). via Octago Group, Central Scotland [Details here](#)

Graduate Civil Engineer (FT). Via Bennett & Game Recruitment Ltd, Livingston [Details here](#)

Apprentice Administration Assistant (FT). SET Training, Broxburn closes 18/01/21 [Details here](#)

INEOS Apprenticeships 2021 (FT). INEOS, Grangemouth closes 31/12/20 [Details here](#)

Engineering Apprenticeships (FT). Jungheinrich, Livingston [Details here](#)

BAE Systems Apprenticeships (various Naval Ships option levels and sectors available) [Details here](#)



THE WELLBEING TEAM

West Lothian Council's Wellbeing Team are a pre-employability service with a focus on positive personal development. Advisers support clients to identify long and short-term life goals and help in achieving them using various techniques, tools and therapies.

The Wellbeing Workshop provides a taster session of many of the approaches offered by our advisers. It considers the impact of fitness, nutrition, routine and sleep on wellbeing and also provides practical techniques such as mindfulness, meditation and journaling as methods of dealing with stress, anxiety and unhelpful thoughts. It increases self-awareness and provides positive practices to enhance emotional and physical wellbeing. The workshop will be delivered on Tuesday the 15th of December 10am-12pm online via zoom.

If you would like more information or to reserve a place on the workshop please email a2ewellbeingteam@westlothian.gov.uk

Additional Vacancies

Cell Culture Scientist (FT Permanent). via SRG Talent, Livingston [Details here](#)

Kit Builder – Clinical Trials (Nightshift 6mth contract – Sun – Thurs Nightshift). Q2 Solutions, Livingston [Details here](#)

Health & Safety Advisor (FT). Valneva, Livingston [Details here](#)

Onsite Clinician: Covid Testing (FT). Valneva Livingston [Details here](#)

Student Wellbeing and Inclusion Administrator (FT). Edinburgh Napier University closes 03/12/20 [Details here](#)

HR Coordinator / Administrator x 2 (FT Permanent). via BR Recruitment, Livingston [Details here](#)

Finance & Operations Manager – Office Based with potential for some home working (FT). Development Trust Association Scotland, Edinburgh [Details here](#)

Facilities & Property Administrator (FT). Bethany Christian Trust, Edinburgh [Details here](#)

Finance Administrator (PT). Bethany Christian Trust, Edinburgh [Details here](#)

Senior Fundraising Officer (FT). Disability Snowsport UK, Home working with some travel. Closing 6/12/20 [Details here](#)

Digital Inclusion Officer (FT). Carr Gomm, Negotiable. Closing 9/12/20 [Details here](#)

Mentor Project Officers (x2/FT). Project Scotland, Remote Working [Details here](#)

Pension Wise Guidance Specialist (FT or Job Share). West Lothian Citizens Advice, Livingston. Closing 4/12/20 [Details here](#)

Development Worker x 2 (PT). Youth Vision, Balerno. Closing 1/12/20 [Details here](#)

Counsellors (FT/PT). Lifelink, various locations. Closing 31/12/20 [Details here](#)

General Operative with Telehandler Experience (FT Permanent). via RCS Group (Scotland) Ltd. [Details here](#)

HR Trainee (PT). Bethany Christian Trust, Edinburgh [Details here](#)

Administrator (PT). Lothian Centre for Inclusive Living, Edinburgh [Details here](#)

Senior Care Assistant (Permanent). SCRT, West Lothian [Details here](#)

Community Gardener (21hrs temp contract Jan – Mar 2021). Kirknewton Community Development Trust [Details here](#)



Links to Local Vacancies

Many vacancies are advertised via social media, recruitment agencies and company websites. This bulletin highlights some, however many more can be found directly via recruitment agencies. Some useful, local links are:

Office Angels Livingston - various sectors - [details here](#)

Uber Recruitment Bathgate - various sectors - [details here](#)

Connect Appointments - various sectors - [details here](#)

WhiteClaw Recruitment Agency - predominately care sector - [details here](#)

Escape Recruitment Services Ltd - various sectors - [details here](#)

Blue Arrow - various sectors - [details here](#)

T.T.S 24-7 - transport sector - [details here](#)

Additional Vacancies

Finance & Administration Assistant (PT Permanent). Livingston Cleaning Services [Details here](#)

Reception & Administrator (FT Permanent). via Search Consultancy Ltd. [Details here](#)

Care Assistant (Permanent). SCRT, Bathgate [Details here](#)

Joiners x 3 (FT). West Lothian Council, Livingston. Closing 31.01.20 [Details here](#)

Accountant – Level 1 (FT). West Lothian Council, Livingston closes 02.12.20 [Details here](#)

Advanced Pupil Support Worker (FT). West Lothian Council, Bridgend, Closing 29.11.20 [Details here](#)

Drivers wanted. Pegasus Express [Details here](#)

Fair Trading Officer (FT). West Lothian Council, Linlithgow. Closing 29.11.20 [Details here](#)

Technician – Street Lighting (FT). West Lothian Council, Bathgate. Closing 29.11.20 [Details here](#)

Courier Delivery Driver, Yodel, Bathgate [Details here](#)

CSCS Labourer (FT). BMSL, Livingston [Details here](#)

Approved Electricians / Supervisors (FT 6mth Contract). IDM (UK) Ltd, Livingston [Details here](#)

Postal Delivery x 8 Bathgate & Livingston (FT). via Blue Arrow, Livingston [Details here](#)

Implant – Shipping Co-ordinator (contract). Via First Achieve Ltd, Livingston [Details here](#)

Work From Home in Bathgate (FT or PT). Reps.co.uk [Details here](#)

Bottling Operative (FT shift work). via Connect Appointments, Broxburn [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 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



[Book an appointment](#)



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West Lothian Council



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