

# 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.

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
- Social Care Practitioner
- Senior Social Care Worker
- Principal Teacher
- Class Teacher
- Teacher - ASN

Click  
Here

## RETAIL

Luxury Sales Assistants (FT and PT available), Diageo Johnnie Walker Retail Flagship Store, Edinburgh  
[Details here](#)

Experienced Support Assistants - Front of House (FT and PT available), Diageo Johnnie Walker Retail Flagship Store, Edinburgh  
[Details here](#)

Retails Back of House Assistant (FT and PT available), Diageo Johnnie Walker Retail Flagship Store, Edinburgh  
[Details here](#)

Bartender (FT and PT available), Diageo Johnnie Walker Princes Street, Retail flagship store, Edinburgh  
[Details here](#)

Performance Artist (FT and PT available), Diageo Johnnie Walker Princes Street, Retail flagship store  
[Details here](#)

Barback (FT and PT available), Diageo Johnnie Walker Retail Flagship Store, Edinburgh  
[Details here](#)

## WAREHOUSING

Warehouse Materials Handler – Reach Forklift (FT 6mths Temp), West Lothian. via Escape Recruitment  
[Details here](#)

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

Warehouse Operative (PT) Amazon Warehouse, Bathgate. via Adecco  
[Details here](#)

Warehouse Operative (FT Temporary) XPO Logistics Livingston for Iceland. via PMP Recruitment  
[Details here](#)

Warehouse Operative (FT Permanent), Livingston. via Implol Ltd.  
[Details here](#)

Warehouse Operative (FT) Livingston. Alliance Automotive – Livingston Autoparts  
[Details here](#)

Bendi Forklift Track Driver (FT) Bathgate. via Blue Arrow Recruitment  
[Details here](#)

## Additional Vacancies

**Support Administrator (FT Temporary) Livingston.** via PRS recruitment [Details here](#)

**Document Controller (FT Permanent) Livingston.** via Avenue Recruitment [Details here](#)

**Courier Driver (FT) based West Lothian, delivering EH, FK, TD and KY areas.** Connect Office Supplies [Details here](#)

**Animal Care Technician x 2 (PT) Broxburn.** Oatridge College – closes 10/12/20 [Details here](#)

**Health & Safety Advisor (FT Permanent), West Lothian.** via Escape Recruitment [Details here](#)

**Microbiologist (FT Permanent), West Lothian.** via Escape Recruitment [Details here](#)

**Backshift Fuller /Cleaner (FT Permanent), Livingston.** Lothian Buses [Details here](#)

**Warehouse Administrator (F/T Contract), Grangemouth.** via Morson Group [Details here](#)

**Customer Assistant (PT), The Gyle, Marks and Spencer** [Details here](#)

**Customer Service Advisor (FT).** Sky, Livingston [Details here](#)

**Courier (FT Self-employed) West Calder.** via Saxon Recruitment [Details here](#)

**LGV Driver (FT various shifts available) Bathgate.** via Recruitment Direct UK Ltd [Details here](#)

**Music Instructor – Bagpipes (FT Fixed Term) various West Lothian locations.** West Lothian Council [Details here](#)

**HR Assistant (FT Fixed Term) Civic Centre, Livingston.** West Lothian Council [Details here](#)

**Cleaners (PT Fixed Term) various schools across West Lothian.** West Lothian Council [Details here](#)

**Community Care Co-ordinator (FT Fixed Term) Bathgate Social Work.** West Lothian Council [Details here](#)

**Inspector - Adults, ELC, CYP (FT Permanent or Secondment).** Care Inspectorate, Victoria Quay Edinburgh [Details here](#)

**Policy and Participation Officer (FT Fixed Term) Glasgow.** COSLA [Details here](#)

**Global Power Ap Lead (FT) Edinburgh.** Avanade [Details here](#)

**Senior Business Analyst (FT) Edinburgh.** Buildit [Details here](#)

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

**AP Manager UKIN Cluster (FT) Livingston.** Iron Mountain [Details here](#)

**Home Delivery Drivers (16 – 30hrs/wk.) Livingston.** Morrisons [Details here](#)

**Credit Controller (FT 6mth Fixed Term Contract) SKY Livingston** [Details here](#)



## Management

**Sales & Account Manager (FT Permanent), West Lothian.** via Escape Recruitment [Details here](#)

**Finance Manager (FT Permanent), West Lothian.** via Escape Recruitment [Details here](#)

**Team Manager – Adults, ELC, CYP, Registration and Complaints Team (FT Permanent).** flexible – any Care Inspectorate Office across Scotland [Details here](#)

**Service Centre Manager (FT) West Lothian.** Bristol Uniforms Limited [Details here](#)

**Small Works Project Manager (FT) Edinburgh and Lothians.** via Connect Appointments [Details here](#)

**Fundraising and Development Manager (FT) Home-based with remit for working across the UK.** The Polar Academy [Details here](#)

**Policy & Research Manager – Maternity Cover (Home-based).** Scottish Care [Details here](#)

**Connecting Scotland Project Manager (FT) Glasgow, Edinburgh or Inverness – currently hoe working - SVO (closes 04/12/20)** [Details here](#)

**Offshore Wind Site Manager (FT Permanent) Montrose, Angus.** via Orion Group [Details here](#)

**Community Sales Manager (FT Permanent) Livingston.** via IWG [Details here](#)

Have a look at the LinkedIn feature for advice and guidance on how to use LinkedIn effectively to find employment. Assistance is available to help you develop your LinkedIn profile if needed.



**Better off**  
West Lothian

## Financial Wellbeing

If you are worried about money, you are not alone. One third of adults surveyed in Scotland are concerned about their income level and one in four reported concerns with paying bills and managing debt during the pandemic.

The Advice Shop offers an online step by step guide to help you plan your finances. The quick and easy budgeting tool can be used to summarise your income and your essential spending and the online benefit calculator can help you to identify any potential ways to maximise your income.

For further advice, or to discuss your options with an adviser, contact the Advice Shop on 01506 283000 or email [advice.shop@westlothian.gov.uk](mailto:advice.shop@westlothian.gov.uk)

More information available [here](#).

## Young People

Early Learning and Childcare Apprenticeship (FT) Broxburn. via Carousel Training [Details here](#)

Early Learning and Childcare Apprenticeship (FT) Armadale. via Carousel Training [Details here](#)

Junior Buyer (FT)) West Lothian. via Eden Scott [Details here](#)

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

Ineos Apprenticeships, Grangemouth, Various apprenticeships [Details here](#)

Dental Nurse/Trainee (FT) East Calder. East Calder Smile Centre [Details here](#)

Apprentice Engineer (FT) Livingston. Jungheinrich [Details here](#)

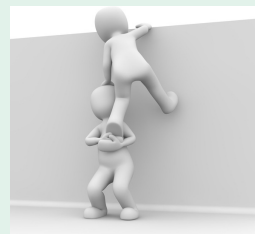
Modern Apprenticeship (FT) Livingston. IQVIA [Details here](#)

Trainee Grower (FT) Loanhead. Pentland Plants Ltd [Details here](#)

Trainee Ambulance Technician (FT) various locations. NHS Scotland [Details here](#)

Trainee Medical Writer (FT) Edinburgh. Quotient Sciences [Details here](#)

Apprentice Bench Hand Joiner (FT) Broxburn. Bespoke Interior Solutions [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 next workshop is scheduled for 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](mailto:a2ewellbeingteam@westlothian.gov.uk)

## Additional Vacancies

Immediate Starts – Bricklayers and Squads – Edinburgh (FT) via Connect Appointments [Details here](#)

Plumber (FT opportunities across central Scotland). via Connect Appointments [Details here](#)

Electrician (FT ongoing works across central Scotland). via Connect Appointments [Details here](#)

Saturday and Sunday Packers (8am – 4pm) West Calder. via Blue Arrow Recruitment [Details here](#)

Social Media and Website Coordinator (PT 7hrs/wk. permanent) Edinburgh. ECAS [Details here](#)

Recovery Coordinator (FT) West Lothian. Change & Grow [Details here](#)



## JOB SEARCHING USING LinkedIn

More and more vacancies are posted online via social media platforms such as LinkedIn, with around 87% of recruiters now using this platform. The functionality allows you to search for jobs by position, sector, location, when posted etc. and allows you to set up automatic alerts. You can even find jobs where an immediate start is required. LinkedIn have prepared simple guidance on how to use their job search tool, available [here](#).

However, before applying for vacancies, consider what potential employers will see when they look at your profile. This is your opportunity to present yourself as the ideal candidate for the role you are applying for. Some things to consider:

- Upload a professional looking headshot
- Ensure your headline, listed under your name in your profile, stands out by incorporating keywords that highlight your relevant professional skills
- Update your profile so you showcase your skills and experience
- Let people know you are seeking new employment, if appropriate
- Build your LinkedIn networks - follow companies you want to work with, add alumni information, join appropriate LinkedIn professional groups and follow former colleagues
- Network and be active on LinkedIn, commenting on posts and adding your own content
- Be honest

If you are new to LinkedIn, guidance on how to get started is available [here](#). Finally, don't sign up to the premium service, the free service will provide all you need!

## Additional Vacancies

**Crew Counselling Team Leader (PT) Edinburgh or Home Based.** Crew [Details here](#)

**Senior Development Technologist (FT) Bo'ness.** Bakkavor Group [Details here](#)

**Demand Planner (FT Permanent) West Lothian.** via Escape Recruitment [Details here](#)

**Transport Manager (FT) Broxburn.** Keyline Civils Specialist [Details here](#)

**Payroll and Benefits Specialist (FT Permanent) Livingston.** via Orion Group [Details here](#)

**HR Coordinator (FT Permanent) Livingston.** via Orion Group [Details here](#)

**Bottling Line Operative (FT – Internship) Broxburn.** via Connect Office Supplies [Details here](#)

**Administration Assistant 1 – Laboratory (FT 12mth Fixed Term Contract) Livingston.** IQVIA [Details here](#)

**Business Analyst (FT) Livingston.** via Venesky Brown Recruitment [Details here](#)

**Festive Colleague (PT Temp Days) Corstorphine.** Tesco Extra [Details here](#)

**Kit Builder – Clinical Trials (6mth Contract Nightshift Sun – Thurs 10pm to 6am) Livingston** IQVIA [Details here](#)

**Kit Builder – Clinical Trials (6mth Contract Mon – Fri 6am to 2pm) Livingston** IQVIA [Details here](#)

**Lab Quality Specialist (FT) Livingston.** IQVIA [Details here](#)

**Weekend Delivery Drivers, Livingston.** Dream Drivers [Details here](#)

**Delivery Driver, Mid Calder.** Tonio's [Details here](#)

**Delivery Driver, Newbridge.** Lotfi Ouni [Details here](#)

**Building Services Engineer (FT Permanent) Livingston.** Omni RMS [Details here](#)

**Security Officer – Retail (FT Permanent) Bathgate.** TSS (Total Security Services) Ltd [Details here](#)

**Class 1 (Cat CE) Tramping (FT Temporary) Bathgate.** TTS 24/7 [Details here](#)

**Reinstatement Team Leader (FT) Bathgate,** Kier Group PLC [Details here](#)

**Factory Operative (FT/Temp) Livingston.** Via Addecco [Details here](#)

**Graduate Programme (FT), various locations.** Scottish Water (registration of interest) [Details here](#)

**Customer Service Assistant, Scotmid.** Uphall [Details here](#)

**Reception and Administrator (F/T) near Livingston.** Closing 23/12/20 [Details here](#)

**Pension Administrator (F/T) Edinburgh.** Capita. [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)**



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