

VACANCY BULLETIN

Employment Skills Workshops

A new year, a fresh new start - our January 2021 Access2Employment 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. Delivered online, in a friendly and supportive environment, workshop dates are:

Prepare a Professional CV
28 January, 11am-12pm

Skills & Effective Job Searching
2 February, 11am-12pm

Prepare a Professional CV
4 February, 11am-12pm

Participating in Online Interviews
9 February, 1.00pm-2.00pm

Men N2Work
Information session 3 February, 11.00am-12.00pm
Course starting 9 February



for more information or to register for a workshop.

FEATURED VACANCY

A fantastic opportunity for an experienced barber trainer with DK57 Training Academy.

Trainer (FT/Permanent), Whitburn.
DK75 Hair & Beauty Salon, closes 21/02/21 - [Details here](#)



PUBLIC SECTOR



West Lothian Council

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

- Business Growth Adviser x 2
- Social Care Support Workers
- Committee Officer
- Joiners x 3



VACANCIES

Support Practitioner (FT Permanent), Livingston. The Richmond Fellowship Scotland closes 17/02/21 [Details here](#)

LGV 1 Driver (FT Permanent 4 on 4 off), Bathgate. Pollock (Scotrans) Ltd closes 18/02/21 [Details here](#)

LGV Class 1 Driver (FT Nightshift), Bathgate. Pollock (Scotrans) Ltd closes 18/02/21 [Details here](#)

Purchasing Analyst 2 – Business Systems/Data Analyst (FT), Livingston. IQVIA [Details here](#)

Pre-Analytical Services Associate (FT Backshift Tue-Sun), Livingston. IQVIA [Details here](#)

Pre-Analytical Services Associate (FT Backshift 2pm – 10pm), Livingston. IQVIA [Details here](#)

Pre-Analytical Services Associate (FT/Dayshift), Livingston. IQVIA [Details here](#)

Site Labourer & Highways Banksman (Temp until July 2021), Wishaw. Hadden Construction [Details here](#)

HGV Drivers (FT), Bathgate. JBT Distribution [Details here](#)

Customer Service Representative, (FT Temp to Permanent – 6 months minimum), Edinburgh. via Blue Arrow Recruitment [Details here](#)

Machine Operator (FT Temporary), Livingston. via Blue Arrow Recruitment [Details here](#)

Touch Point Cleaner (PT Temp possibility of becoming permanent), Livingston. via Blue Arrow Recruitment [Details here](#)

Project Worker (FT), Livingston. Bedrock Housing Support closes 08/02/21 [Details here](#)

Cleaner (PT varied hours, fixed term), Asda Livingston. via City Facilities Management [Details here](#)

Skills to Enhance Your Employability



West Lothian College have unveiled a range of new courses for 2021 to support individuals impacted by unemployment caused by the pandemic.

These range from short one day courses to fast tracked HNC courses taught over a few months. They are run online, and in most cases are fully funded.

Courses are available in a variety of areas so find a course to suit you and apply today! [Details here](#)

Apprenticeships

Apprentice Vehicle Parts Advisor (FT), Livingston.
Remit Training [Details here](#)

Vehicle Parts Advisor Modern Apprenticeship,
Broxburn. Bikespeed closes 28/02/21 [Details here](#)

Civil Engineering Graduate Apprenticeship (FT),
Livingston. Farrans Construction closes 19/03/21
[Details here](#)

Digital Admin Assistant Modern Apprenticeship
(FT), Broxburn. Spohr Training closes 01/03/21
[Details here](#)

Technology Assistant Modern Apprenticeship (FT),
Livingston. SKY closes 14/02/21 [Details here](#)

Dental Nurse Modern Apprentice (FT), Broxburn. No.9
Dental Practice [Details here](#)

Healthcare Support Worker Modern Apprenticeship
(FT Permanent), Edinburgh. NHS Lothian (Various
Positions) closes 29/01/21 [Details here](#)

Career Starter Stores (FT Fixed Term), Livingston
Houston Road. ALDI [Details here](#)

Career Starter Stores (FT Fixed Term), Livingston. ALDI
[Details here](#)

Store Management Apprentice (FT Fixed Term),
Livingston Houston Road. ALDI [Details here](#)

Store management Apprentice (FT Fixed Term),
Livingston. ALDI [Details here](#)

Additional Vacancies

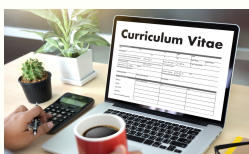
Crew Member (FT Permanent), Almondell Avenue
Livingston. McDonalds [Details here](#)

Crew Member (FT Permanent), Bathgate. McDonalds
[Details here](#)

Overnight Crew Member (FT Permanent), Bathgate.
McDonalds [Details here](#)

Delivery Crew Member (FT Permanent), Bathgate.
McDonalds [Details here](#)

Trainee Manager (FT), Livingston. Schuh [Details here](#)



CV Support

To improve your chance of being
invited to interview, A2E

advisers will work with you to ensure your CV
reflects your skills and abilities, is well structured
and presented and avoids common mistakes.

For assistance, please call **0800 032 9768** or
complete our CV questionnaire [here](#).

MEN N2 WORK



Ready to move forward into a new or better job but
not sure where to start?

Men N2 Work, a four week course delivered online,
starts 9th February. This course will help you focus
on what you want to achieve, set realistic goals,
break down barriers and help you assess the
financial implications of moving into a new job.

In addition, working with our experienced
employment advisers, you will find out how to:

- identify employment opportunities
- recognise your key skills
- prepare a CV
- complete online job application
- be effective in online interviews

To find out more, why not join our ZOOM drop-in
session on 3rd February, 1pm-2pm.

To book or for more information,
phone **07799 131203** or
email a2ewellbeingteam@westlothian.gov.uk

Additional Vacancies

Facilitator (PT), West Lothian. The Brock Garden Centre
closes 01/02/21 [Details here](#)

Executive Administrator (PT), homebased. Macauley
Development Trust closes 01/02/21 [Details here](#)

Clerical Officer (FT), Edinburgh. NHS Western General
Hospital [Details here](#)

Ward Clerk (PT Permanent), Edinburgh. NHS Lothian
closes 04/02/21 [Details here](#)

Office Based Sales Advisor (FT), Broxburn. DFL Seeds Ltd.
[Details here](#)

Manufacturer (PT), Livingston. CM Gates and Barriers
[Details here](#)

Skilled Butcher (FT), Bathgate. Morrisons [Details here](#)

Logistics Coordinator (FT), Livingston. IQVIA [Details here](#)

Deputy Manager (FT Permanent), Livingston Houston
Road. ALDI [Details here](#)

Store Assistant (FT Permanent), Livingston Houston Road.
ALDI [Details here](#)

Deputy Manager (FT Permanent), Livingston. ALDI
[Details here](#)

Assistant Business Manager (FT Permanent), Bathgate.
McDonalds [Details here](#)

Supervisor ((FT Permanent), Livingston Designer Outlet.
Starbucks [Details here](#)

Barista, Livingston Designer Outlet. Starbucks [Details here](#)

Additional Vacancies

Customer Service Assistant (PT), Uphall Station. Scotmid closes 05/02/21 [Details here](#)

Branch Supervisor (PT), East Calder. Scotmid closes 29/01/21 [Details here](#)

Customer Service Assistant (PT), East Calder. Scotmid closes 29/01/21 [Details here](#)

Lead Store Team Member (PT Permanent, Hermiston Gate. Home Bargains closes 03/02/21 [Details here](#)

Customer Assistant – Home Delivery (PT Permanent), Livingston. Morrison's [Details here](#)

Home Delivery Drivers (PT Permanent), Bathgate. Morrisons [Details here](#)

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

Skilled Butcher (PT Permanent), Bathgate. Morrisons [Details here](#)

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

Document Controller (FT), Livingston. FlexiMedical Solutions [Details here](#)

Procurement Admin Assistant (FT), Livingston. NHS St John's Hospital closes 25/01/21 [Details here](#)

Quality Administrator (PT Contract), West Lothian, via Escape Recruitment [Details here](#)

Internal Product and Industrial Sales Executive (FT), Livingston, via Denholm Associates [Details here](#)

Sales Administrator (FT Contract), Livingston. via Denholm Associates [Details here](#)

Office Administrator (PT), Linlithgow. EKJN Architects [Details here](#)

Finance Assistant (FT), Livingston. FlexMedical via Kleboejardine [Details here](#)

Banking Administrator (FT Temp), Edinburgh. Lloyd Banking Group via Blue Arrow [Details here](#)

Hire & Sales Co-ordinator (FT), Sighthill. GAP Group Hire Solutions [Details here](#)

Temporary Office Assistant (FT Temp), Broxburn. Eliminate Ltd [Details here](#)

Admin Assistant/Amazon Associate (FT) Broxburn. SHS Trading Ltd closes 31/01/21 [Details here](#)

French/German Speaker – Office Assistant/Admin (FT), Broxburn. SHS Trading closes 29/0/21 [Details here](#)

Customer Service Administrator (FT), Roysth. Scottish Golf [Details here](#)

Safeguarding Administrator (PT), Rosyth. Scottish Golf [Details here](#)

Project Co-ordinator, (FT Permanent), Livingston. ClickNetherfield Ltd [Details here](#)

Project Administrator (FT), Livingston. ClickNetherfield Ltd [Details here](#)

Digital Marketing Assistant (FT), Livingston. Schuh Head

Production Operative (FT Temporary) Broxburn. via Connect Appointments [Details here](#)

Production Operator (FT Permanent, Flexible Shift Patterns Days/Nights), West Lothian. via Zachary Daniels [Details here](#)

QA Specialist – GMP, Global Scientific Organisation (FT Permanent) Livingston. via BR Recruitment [Details here](#)

Quality Assurance Officer, Biotechnology Company (FT Permanent), Livingston. via Stem Recruitment Solutions [Details here](#)

Assembly & Test Technician, Electro / Mechanical Industry (FT Permanent), West Lothian. via REL Recruitment [Details here](#)

Manufacturing Technician, Medical Science, (FT Permanent, Shifts) Livingston. via Eden Scott [Details here](#)

Cartoning Technician, Medical Devices (FT Permanent, Shifts) Bathgate. via Michael Page [Details here](#)

Clean Room Operative/ Cleaner, Pharmaceutical Manufacturing (FT Permanent, Shifts) Livingston. via BR Recruitment [Details here](#)

Procurement Manager, (FT Permanent), Burnside. via Michael Page [Details here](#)

Production Operator (FT, Contract, Shifts), Livingston. via Office Angels [Details here](#)

Quality Assurance Specialist, Healthcare (FT Permanent) Livingston. via Eden Scott [Details here](#)

Clean Room Manufacturing Technician, Healthcare (FT Permanent), Livingston. via Eden Scott [Details here](#)

Manufacturing Scientist, Healthcare (FT Permanent), Livingston. via Eden Scott. [Details here](#)

QC Shift Supervisor, International Diagnostic Developer (FT Permanent, Days/Nights) Motherwell. Via Stem Recruitment Solutions [Details here](#)

Production Operative, Component Assembly (Contract) Newbridge, via Manpower [Details here](#)

Multi Skilled Maintenance Engineer (FT Permanent), Linlithgow. Campbells Prime Meat Ltd closes 25/02/21 [Details here](#)

Cable Puller (FT Permanent), Edinburgh areas. Kier Group Plc closes 09/02/21 [Details here](#)

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

Quality Assurance Officer (FT Permanent), Livingston. via SRG [Details here](#)

Yard Operative / FLT Driver (FT), Livingston MGF Excavations Safety Solutions [Details here](#)

LGV Class 2 Driver (FT), Livingston. MGF Excavation Safety Solutions [Details here](#)

Technical Sales Representative (FT), Livingston. MGF Excavation Safety Solutions [Details here](#)

Additional Vacancies

Import/Export Operations Clerk (FT), Falkirk.
Drac Logistics [Details here](#)

Risk & Interventions Administrator (FT), Shotts.
Scottish Prison Service closes 05/02/21 [Details here](#)

Customer Support Advisor (FT Temporary), Falkirk.
Candle Shack [Details here](#)

Accounts Payable Assistant (FT), West Lothian.
via Change Recruitment closes 08/02/21 [Details here](#)

Payroll & Benefits Advisor (FT), Livingston. via FPSG
[Details here](#)

Assistant Accountant (FT Permanent), Livingston.
West Lothian Council closes 04/02/21 [Details here](#)

Employment Advisor (FT) Linlithgow. via Reed Talent
Solutions [Details here](#)

Site Labourer & Highways Banksman
(Temp until July 2021), Wishaw. Hadden Construction
[Details here](#)

Cleaner (PT varied shifts, fixed term contract), Asda
Livingston. via City Facilities Management
[Details here](#)

Support Worker (FT Fixed Term for 6 months),
Bathgate. Scottish Association for Mental Health
[Details here](#)

Support Worker (FT Permanent), Livingston.
The Richmond Fellowship Scotland [Details here](#)

Young Person Guarantee Officer x 3 (FT Fixed Term),
Edinburgh. Capital City Partnership closes 29/01/21
[Details here](#)



If you are worried about debt you are not alone. It is estimated that 2.8 million people in the UK are now at high risk of long term debt problems because they have been financially affected by coronavirus, with many having to borrow to make ends meet or falling behind with essential payments such as rent, council tax and other bills.

To help, temporary debt relief measures have been put in place to help those finding it difficult to keep up with essential payments, and includes:

- Temporary payment breaks
- Overdraft arrangements
- Lower monthly payments

If you are struggling with debt or falling behind with payments, take action now to avoid longer term problems. It is important that you are aware of all options available to you, including ways to maximise your income. The Advice Shop team of specialist money advisers can help, giving advice and information tailored to your circumstances, and can even help you to contact your creditors, negotiate on your behalf and support you to access debt relief schemes.

You can speak to an adviser online Monday to Friday, from 9am to 5pm. To join, click [here](#) or contact us by phone **01506 283000** (option 3) or by email at moneyandhousing@westlothian.gov.uk. Advice is always free, confidential and impartial.

Management

Production Shift Manager, Animal Nutrition (Permanent),
Torphichen. Cargill PLC [Details here](#)

Manufacturing Manager, Food Manufacturing
(FT Permanent) Hamilton. via Scantec Personnel
[Details here](#)

Deputy Head of Process Development - Biotech
(FT Permanent), Livingston. Compass Life Sciences
[Details here](#)

Recycling Centre Manager, Uphall. Unicorn Plant Hire Ltd
[Details here](#)

Store Manager (FT Permanent), Livingston. The Body Shop
[Details here](#)

Warehouse Manager (FT Permanent), Broxburn.
Broxburn Bottlers [Details here](#)

Head of Communications, Marketing, Consumer
Insight and Stakeholder Engagement, (FT Permanent),
Anywhere in Scotland, Food Standards Scotland
closes 02/02/21 [Details here](#)

Team Leader (FT Permanent), Livingston. DHL Parcel
[Details here](#)

Finance Manager (FT Permanent), Livingston. Newton First
[Details here](#)

Production Team Leader- (FT Night Shift), Livingston. Lonza
[Details here](#)

Senior Manager, Children and Families (FT Permanent),
Livingston. West Lothian Council closes 31/01/21
[Details here](#)

Onsite Manager (FT Permanent), Bathgate. Adecco
[Details here](#)

Executive Support Manager (FT Permanent), Edinburgh.
Crossreach closes 31/01/21 [Details here](#)

Global Logistics Manager (FT Permanent), Livingston.
Edinburgh Instruments [Details here](#)

Starbucks Manager, Bathgate. Euro Garages [Details here](#)

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

Financial Wellbeing

Additional Management Vacancies

Internal Audit Manager (FT), West Lothian. The Audit and Risk Recruitment Company closes 19/02/21 [Details here](#)

Store Supervisor (FT), Edinburgh. LEGO [Details here](#)

Agile Test Manager (Permanent), Livingston. SKY [Details here](#)

Recruitment Manager (Fixed Term), Linlithgow. Tina Lacey Recruitment [Details here](#)

Vehicle Base Manager (Permanent), Edinburgh. Geoamey closes 02/02/21 [Details here](#)

IT Vendor Manager (FT), Edinburgh. Aegon [Details here](#)

Lead Development Engineer, Livingston. FlexMedical Solutions [Details here](#)

Dental Practice Manager (FT Permanent), Livingston. Livingston Dental Care [Details here](#)

Customer Experience Leader (FT Permanent), Livingston. SKY [Details here](#)

Senior Trading Manager (Permanent), Glasgow. SKY [Details here](#)

Project Delivery Manager (FT Permanent), Bathgate. Kier closing 04/02/21 [Details here](#)

Lighting Business Development and Account Manager (FT Permanent), Edinburgh. Franklite [Details here](#)

Store Manager (FT Fixed Term), Edinburgh. Crew Clothing Company [Details here](#)

Assistant Store Manager (FT Fixed Term), Edinburgh. Crew Clothing Company [Details here](#)

Clinical Unit Manager (Shift Patterns), East Whitburn. Redmill Care Home - HC One [Details here](#)

Deputy Home Manager (Days), Whitburn, Redmill Care Home - HC One [Details here](#)

Home Manager (Days), Whitburn. Redmill Care Home - HC One [Details here](#)

Unit Manager Clinical (Nights), Edinburgh. Cairdean House Care UK [Details here](#)

Shopper Marketing Executive (FT), Livingston. Pentland Brands [Details here](#)

Deputy Manager - Older Peoples Health, Livingston. via Recruitment Panda [Details here](#)

Manager of Trade Compliance EMEA (FT Remotely). JBT Distribution [Details here](#)

Finance Compliance Team Leader (FT Fixed Term 31/03/22), Bellshill. Routes to Work closes 01/02/21 [Details here](#)

Young Person Guarantee Manager (FT Fixed Term), Edinburgh. Capital City Partnership closes 29/01/21 [Details here](#)

**Business
Start Up**

**business
gateway**
Connect with us

A New Year, a new start - 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



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