

VACANCY BULLETIN

VACANCIES

Employment Adviser (Young Person's Guarantee) x 2 (FT Fixed Term), Livingston. West Lothian Council – closes 28/03/21 [Details here](#)

Business Growth Adviser (FT Fixed Term), Livingston. West Lothian Council – closes 28/03/21 [Details here](#)

Finance Systems Section Leader (FT Fixed Term), Livingston. West Lothian Council – closes 28/03/21 [Details here](#)

Customer Service Centre Adviser x 3 (FT Fixed Term), Bathgate. West Lothian Council – closes 28/03/21 [Details here](#)

Street Cleaning Operative (FT Permanent), Bathgate. West Lothian Council – closes 28/03/21 [Details here](#)

Administrative Assistant x 2 (FT Permanent), Livingston. West Lothian Council – closes 28/03/21 [Details here](#)

Street Lighting Electrician (FT Permanent), Bathgate. West Lothian Council – closes 28/03/21 [Details here](#)

Technician – Street Lighting (FT Permanent). Bathgate. West Lothian Council – closes 28/03/21 [Details here](#)

Advance Pupil Support (PT 30hrs Permanent), Cedarbank School. West Lothian Council – closes 2/03/21 [Details here](#)

Passenger Transport Team Leader (FT Permanent), Bathgate. West Lothian Council – closes 28/03/21 [Details here](#)

Early Years Officer (FT Fixed Term), Balbardie Primary School. West Lothian Council – closes 28/03/21 [Details here](#)

Clerical Assistant (PT Fixed Term), Pumpherston & Uphall Primary School. West Lothian Council – closes 28/03/21 [Details here](#)

Business Network Adviser (FT Fixed Term), Livingston. West Lothian Council – closes 28/03/21 [Details here](#)

Retail Assistant (FT), Livingston. The Range – closes 24/03/21 [Details here](#)

Barber Training Assistant (FT Permanent), Whitburn. DK75 Barber Academy – closes 27/03/21 [Details here](#)

Barber, Trainer (FT Permanent), Whitburn. DK75 Barber Academy – closes 27/03/21 [Details here](#)

Hair Stylist (FT Permanent), Whitburn. DK75 Hair & Beauty Studio – closes 25/03/21 [Details here](#)

Barber (FT Permanent), Whitburn. DK75 Hair & Beauty Studio – closes 25/03/21 [Details here](#)

Assistant Lab Technician (FT Permanent), Linlithgow. Express Microbiology Ltd – closes 22/03/21 [Details here](#)

Mobile Cleaning Supervisor (FT Permanent), Livingston. NECS (UK) Ltd – closes 01/04/21 [Details here](#)

Early Years Lead Practitioner 3-5's (FT Permanent), Broxburn. Little Flyers – closes 23/03/21 [Details here](#)

Early Years Lead Practitioner 0-3's (FT & PT), Broxburn. Little Flyers – 23/03/21 [Details here](#)

Security Guard (FT), Edinburgh. NHS – closes 25/03/21 [Details here](#)

Support Worker (FT), Livingston. SAMH – closes 25/03/21 [Details here](#)



Vacancies within West Lothian Council, include:

- School Crossing Patrol Guide x 10
- Cleaner Communities Senior Operative
- Link Worker - Improving the Debt Advice Journey
- Supply Nursery Nurse
- Supply Cook/Assistant Cook
- Supply Social Care Practitioner

For more information on these and other local authority vacancies, click [here](#)

Employment Skills Workshops

Access2Employment bite size workshops aim to give you the confidence and skills to successfully find and apply for job vacancies and to succeed in an interview.

Delivered online, in a friendly and supportive environment, March workshop dates are:

Participate in Online Interviews
18 March, 11.00am-12.00pm

Introduction to Customer Service
23 March, 11.00am-12.00pm

LinkedIn Introduction, Profile and Networking
25 March, 2.00pm-3.00pm

Skills, Effective Job Searching and CV
30 March, 11.00am-12.00pm

For more information or to register for a workshop, please email access2employment@westlothian.gov.uk or complete the attached registration form [here](#)



CV Assistance

A2E Employment Advisers can work with you to improve your chance of being invited to interview and securing a job.

We will help you tailor your CV, ensuring it reflects your skills and abilities and present this in a well structured layout to avoid common mistakes.

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

Additional Vacancies

RDS Firefighter (PT Permanent), Falkirk and West Lothian. Scottish Fire & Rescue Service – closes 25/06/21
[Details here](#)

Museum of Fire – Visitor Experience Team Leader (FT Permanent), Edinburgh. Scottish Fire & Rescue Service – closes 23/03/21
[Details here](#)

National Caledonian Trainer and Adviser (FT Permanent), Edinburgh. Community Justice Scotland – closes 23/03/21
[Details here](#)

Warehouse Operative (FT Permanent), Livingston. via TESCO – closes 24/03/21
[Details here](#)

Warehouse Service Team Manager Nightshift (FT Permanent), Livingston. via TESCO – closes 19/03/21
[Details here](#)

Warehouse Operative Nights (FT Permanent), Livingston. via TESCO – closes 24/03/21
[Details here](#)

Warehouse Operative (FT Temporary), Livingston. via 24-7 Recruitment
[Details here](#)

Warehouse Worker (FT Permanent), Armadale. via Drummond Distribution
[Details here](#)

Bendi Forklift Driver (FT Temporary), Bathgate. via Sure Recruitment Group
[Details here](#)

Warehouse Administrator (FT Permanent), Livingston. via Unitrunk
[Details here](#)

Skin Camouflage Co-ordinator (FT) Home-Based. Changing Faces – closes 22/03/21
[Details here](#)

Payroll Assistant (FT) Home working then Grangemouth. Forth Ports Ltd – closes 22/03/21
[Details here](#)

Production Planner (FT Permanent), Edinburgh. The Scottish Malt Whisky Society - closes 20/03/21
[Details here](#)

C+E (CLASS 1) DRIVERS (FT), Bathgate. TTS 24/7 recruitment
[Details here](#)

Service Engineer (FT), Livingston. via VP Plc
[Details here](#)

Yard Operative/ganger (FT Permanent), Newbridge. via Maal Recruitment
[Details here](#)

Van Driver-Multidrop (FT Self Employed), Livingston. via DHL
[Details here](#)

Storeman/Forklift Driver (PT Permanent), Livingston. via Kirkton Flooring Ltd
[Details here](#)

Senior Team Leader (FT), Bathgate. Scotmid – closes 19/03/21
[Details here](#)

Engagement Ranger (FT), Coatbridge. VIEWPARK Conservation Group
[Details here](#)

Support Merchandiser (FT Temp) Broxburn. Scotmid – closes 19/03/21
[Details here](#)

Sales Assistant (PT), Livingston. Deichmann
[Details here](#)

Optical Assistant (PT), Livingston. Vision Express
[Details here](#)

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

Groundworker / Skilled General Operative (FT), Central Belt. Cleantech Civils Ltd - closes 12/04/21
[Details here](#)

Administrator for Scotland (FT) Work from home initially. Sustrans – closes 21/03/21
[Details here](#)

Security (PT Temp), Armadale. Asda Superstore – closes 18/03/21
[Details here](#)

Customer Service Assistant (PT), Bo'ness. Scotmid – closes 26/03/21
[Details here](#)

Store Assistant (FT Permanent) Whitburn, Aldi
[Details here](#)

Agronomist or Grounds Person with agronomy experience in sports turf ProPitch (FT Permanent – Remote), Livingston – closes 05/04/21
[Details here](#)

Additional Vacancies

General Operative (Permanent), Kirknewton. Tarmac Revelrig Quarry – closes 24/03/21
[Details here](#)

Planner (FT), Livingston. Energy Assets Group
[Details here](#)

Delivery Driver Mon-Fri (FT Permanent), Newbridge. via Menzies
[Details here](#)

Process Operator (FT Temporary), Livingston. via Office Angels
[Details here](#)

Manufacturing Technician-GMP (FT Perm), Pharmaceutical, Livingston. via BR Recruitment
[Details here](#)

Q.C. Scientist (FT Permanent), Livingston. Valneva
[Details here](#)

Stores Person (FT Permanent), Livingston. Valneva
[Details here](#)

QC Technician Analytical (FT Permanent), Livingston. Valneva
[Details here](#)

Administrator Manufacturing (FT Permanent), Livingston. via Office Angels
[Details here](#)

Pharmaceutical Manufacturing Technician (FT Permanent), Livingston. via Compass Associates
[Details here](#)

Forklift Driver(FT), Livingston, via Connect Appointments
[Details here](#)

Manufacturing Administration Assistant (FT Permanent), West Lothian. via ESS Recruit
[Details here](#)

Warehouse Operative (FT Temporary), Newbridge. via Virtue Recruitment
[Details here](#)

Optical Manager (FT), Livingston. Asda Superstore - closes 23/03/21
[Details here](#)

Recruitment Coordinator (FT), Broxburn. Ooni – closes 26/03/21
[Details here](#)



A2E Parental Employment Support

Are you a West Lothian parent looking for a job, change of career or to retrain/upskill? Our dedicated advisers offer one-to-one support and assistance to parents to help increase their household income through employment. Assistance includes:

- Personal development skills
- Employability support and assistance
- Career progression and promotion
- Funding towards training and education
- In work support to ensure sustainable employment
- Health and wellbeing sessions
- Support to secure financial security

Working with you, we will help you to explore goals, aspirations and barriers and help you create your personalised action plan, detailing how you can work towards achieving your employment goals.

For more information or to book an appointment, please visit [here](#) or call - **0800 032 9768**, Email - access2employment@westlothian.gov.uk – Quote: Parent

Apprenticeships & Young People

Childcare (FT Training Apprenticeship), Armadale. via Carousel - closes 29/03/21 [Details here](#)

Bricklayer / Plasterer, (FT Training Apprenticeship), Bathgate. Jarvey Stone Ltd - closes 31/03/2021 [Details here](#)

Welder/Fabricator Modern Apprenticeship (FT), Glasgow. Howden Fabrications - closes 26/03/21 [Details here](#)

Heavy Vehicle Service Technician Modern Apprenticeship (FT), Bathgate. Derek Bertram - closes 30/03/21 [Details here](#)

Accounts Administrator Modern Apprenticeship FT, Microcom, Edinburgh. Closes 02/04/21 [Details here](#)

Body Repair Technician Modern Apprenticeship FT, Broxburn. Armit Autos Closes 29/04/21 [Details here](#)

Heavy Vehicle Service Technician Modern Apprenticeship FT, Grangemouth Closes 29/04/21 [Details here](#)

Trainee Ambulance Technician (FT), East Region, Edinburgh. NHS - Closes 25/03/21 [Details here](#)

Trainee Quarry Operative (FT), Lanark. Tillicoultry Quarries [Details here](#)

Army Apprentice (FT), Scotland. Army [Details here](#)

Royal Navy Apprenticeships (FT), UK [Details here](#)

Store Management Apprentice (FT Permanent) Bathgate, Aldi's [Details here](#)

Store Management Apprentice (FT Permanent) Livingston. Aldi [Details here](#)

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

Store Management Apprentice (FT), Linlithgow. Aldi [Details here](#)

Store Management Apprentice (FT), Whitburn. Aldi [Details here](#)

Vacancies

Distribution Centre Administrator (FT Permanent), Livingston. SCS - closes 23/03/21 [Details here](#)

Distribution Centre Supervisor (FT Permanent), Livingston. SCS - closes 24/04/21 [Details here](#)

Upholstery Technician (FT Permanent), Livingston. SCS - closes 23/04/21 [Details here](#)

Carpet Estimator (FT Permanent), Straiton Retail Park, Edinburgh. SCS - closes 29/03/21 [Details here](#)

Sales Professional (FT Permanent), Straiton Retail Park, Edinburgh. SCS - closes 05/04/21 [Details here](#)

Larger Employers

Livingston Designer Outlet frequently have opportunities - for the latest vacancies, see [here](#) and for Almondvale Centre, information available [here](#)

For current NHS vacancies, see [here](#)

Opportunities at SKY view info - [here](#)

For vacancies in the public and third sectors, info [here](#)

For Livingston Jobs at IQVIA - click [here](#)

For Civil service Jobs - click [here](#)

For Tesco Careers - click [here](#)

Vacancies

Export Coordinator (FT Permanent), Newbridge. via Uber Recruit [Details here](#)

Hotel Receptionist (PT), Bathgate. Kaim Park Hotel [Details here](#)

Part-Time Receptionist (FT), Grangemouth. Arnold Clark - closes 26/03/21 [Details here](#)

Office Administrator/PA (FT), Glasgow / Lanarkshire. Simply Recruit [Details here](#)

Personal Assistant (FT), Livingston. Sky TV [Details here](#)

Medical Receptionist & Coder/Summariser (FT), Livingston. St Johns NHS Scotland - closes 25/03/21 [Details here](#)

Dental Receptionist (FT Fixed Term), Livingston. NHS Scotland - closes 29/03/21 [Details here](#)

Community Champions Covid Project Coordinator (FT), Falkirk. Westfield Park Community Centre - closes 02/4/21 [Details here](#)

Management

Store Supervisor (FT), Livingston. Home Bargains- closes 24/03/21 [Details here](#)

Unit Manager - Elderly/Dementia (PT), Bathgate. Compass Associates - closes 29/03/21 [Details here](#)

Early Years Deputy Manager/Leads 2-5's (FT Permanent), Livingston. Little Flyers - closes 23/03/21 [Details here](#)

IT Infrastructure Manager (FT Permanent), Edinburgh. The General Teaching Council closes 18/03/21 [Details here](#)

Learning & Skills Manager x 2 - Computing Engineering and Built Environment Faculty (FT Permanent), Livingston. West Lothian College - closes 28/03/21 [Details here](#)

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

Shift Production Manager (FT Permanent), West Lothian. via Scantec Personnel [Details here](#)

Contracts Manager (FT Permanent), Edinburgh. City of Edinburgh Council - closes 23/03/21 [Details here](#)

Survey Manager, Bathgate. Everwarm [Details here](#)

Health and Safety Manager, Bathgate. Everwarm [Details here](#)

Project Coordinator, Bathgate. Everwarm [Details here](#)

Senior Building Manager (FT Permanent), Edinburgh. Savills [Details here](#)

Technical Operations Manager- Midrange (FT), Edinburgh. TSB- closes 26/03/21 [Details here](#)

Account Manager- Sales & Marketing (FT Permanent), Edinburgh. Edinburgh Marriott Hotel [Details here](#)

Warehouse Service Team Manager (FT), Livingston. Tesco- closes 19/03/21 [Details here](#)

Assistant Manager, Livingston. Tommy Hilfiger [Details here](#)

Ecommerce Manager (FT), West Lothian. Ooni [Details here](#)

Senior Project Manager (FT), West Lothian. Ooni [Details here](#)

Assistant Store Manager (FT), Livingston. Calvin Klein [Details here](#)

Digital Trading Executive (FT), Livingston. Schuh [Details here](#)

People Coordinator (FT), Broxburn. Ooni - closes 26/03/21 [Details here](#)

Additional Vacancies

Partnership Manager (FT), UK location. Mary's Meals – closes 22/03/21 [Details here](#)

Data Analysis (FT), UK location. Mary's Meals – closes 22/03/21 [Details here](#)

Finance Manager (FT), Home based. Children in Scotland – closes 22/03/21 [Details here](#)

Warehouse Picker/Packer (FT), Bathgate. Start Scotland [Details here](#)

Support Advisor (FT), West Lothian. C-Change [Details here](#)

Covid Tester (PT), Livingston. Start Scotland [Details here](#)

Store Assistant (PT), Bathgate. Start Scotland [Details here](#)

Family Support Practitioner (PT), West Lothian. Guidant global [Details here](#)

Contact Centre Agent (FT), West Lothian. Meridian Business Support [Details here](#)

HGV 1 driver (FT), Livingston. Challenge trg Group [Details here](#)

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

Client Services Administrator (FT Permanent), Temporary Remote Working /Linlithgow. Policy Services Ltd [Details here](#)

Administrative Support (FT Temp/Contract), Livingston. Claremont Consulting [Details here](#)

Veterans Friendship Circles Coordinator (FT), Homeworking/Edinburgh.Age Scotland [Details here](#)

Administration Team Leader, Mental Health & substance Misuse (FT Permanent), Lothians. NHS Lothian [Details here](#)

Administrative Assistant (PT), Linlithgow. NHS Lothian [Details here](#)

Store Supervisor (PT), Bathgate. Poundland - closes 24/03/21 [Details here](#)

Front of House - Servers, Bar Staff, Barista) (FT and PT), Bathgate. Café Bar 1807 via Indeed [Details here](#)

Marketing Assistant (FT), Linlithgow – temp remote. DB Group (Europe) Ltd [Details here](#)

Front of House Assistance (PT), Livingston. Bannantynes – closes 10/04/21 [Details here](#)

Admin Assistant 1 – Anatomic Pathology (FT), Livingston. IQVIA [Details here](#)

Time to be your own boss?



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 a business. We also offer a range of webinars throughout March to help you develop your idea.

- Business Start-up – Business Planning
- Business Start-up – Finance Webinar
- Business Start-up – Marketing
- Starting a Business in Challenging Times

More information on webinars are available [here](#) or contact us on [01506 283400](tel:01506283400) to book an appointment with an adviser.

Additional Vacancies

Telesales/Admin (FT), Livingston. SST Sytems Ltd – closes 31/03/21 [Details here](#)

Student Recruitment and Support Advisor x2 (PT), Edinburgh. The Open University – closes 19/03/21 [Details here](#)

Warehouse Order Picker (FT Temporary) Craigshill. via Connect Appointments [Details here](#)

Warehouse Operative (FT Temporary), Deans. via 24-7 Recruitment [Details here](#)

Product Manager (FT), West Lothian. Ooni [Details here](#)

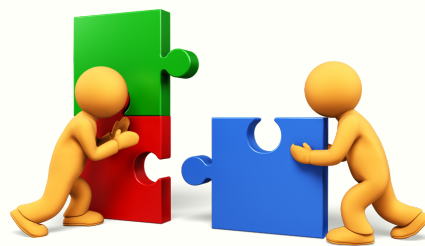
Workshop Manager (FT), Broxburn. Just Go Motorhomes [Details here](#)

Global Travel Executive (FT), Broxburn. Just Go Motorhomes [Details here](#)

Business Development Manager (FT Permanent), Livingston. Clarus Site Solutions [Details here](#)

Portfolio Manager (FT Permanent), Edinburgh. Phoenix Group- closing date extended to 26/03/21 [Details here](#)

General Manager- Hotel (FT Permanent), Edinburgh, RBH [Details here](#)



One to One Employment 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](tel:08000329768)



access2employment@westlothian.gov.uk



[Book an appointment](#) online

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West Lothian
Council