

VACANCY BULLETIN

VACANCIES

Sustainability Officer (PT), Livingston. Carers of West Lothian – closes 09/04/21 [Details here](#)

Employer Engagement Officer (FT), Livingston. The larder [Details here](#)

Care and Support Manager (FT), West Lothian. Ark [Details here](#)

Support Workers (FT), West Lothian. Ark [Details here](#)

Relief Support Workers (FT), various. Ark [Details here](#)

Logistics (FT), Livingston. Smart fleet Solutions [Details here](#)

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](#)

Children and Families Worker (PT), Edinburgh. Carrick Knowe Parish Church – closes 16/04/21 [Details here](#)

Administrator (PT), Home working. Scottish Refugee Council – closes 28/03/21 [Details here](#)

Care Assistant (FT), Falkirk. Ion Care and Support Services Ltd [Details here](#)

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



Vacancies within West Lothian Council, include:

- Catering Assistants
- Social Worker - Children & Families Team
- Link Worker - Improving the Debt Advice Journey
- Supply Cook/Assistant Cook
- Supply Social Care Practitioner

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

FEATURED VACANCIES

Polbeth Community Hub, a charity that seeks to empower local people and bring about social change, is recruiting for various positions:



- Shop Assistant
- Counselling Development Manager
- Community Development Worker

More information on the posts and how to apply available [here](#)



The Bridge, a charity that strives to improve everyday wellbeing for the people of West Lothian by offering practical and

relational support is recruiting for two part time roles:

- Outreach Development Worker
- Counselling Development Worker

For more information or to apply, see details [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:

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

Creating a LinkedIn Profile
6 April, 11.00am-12.00pm

Skills, Effective Job Searching and CV
8 April, 11.00am-12.00pm

Participating in Online Interviews
13 April, 11.00am-12.00pm

Introduction to Customer Service
15 April, 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](#)

Additional Vacancies

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

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

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

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

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

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

Senior Operator (FT Permanent), Livingston. Optoscribe [Details here](#)

Cleanroom Manufacturing Technician (FT Permanent), Livingston. via SRG [Details here](#)

Nightshift Maintenance Technician (FT Temporary), Livingston. via Blue Arrow [Details here](#)

Food Packer (FT Temporary), Burnside. via Blue Arrow [Details here](#)

Machine Operator (FT – 2 shift rotation Temporary), Livingston. via Blue Arrow [Details here](#)

Manufacturing Supervisor (FT Permanent), Livingston. Valneva [Details here](#)

Manufacturing Shift Leader (FT Permanent), Livingston. Valneva [Details here](#)

Q.A Specialist (FT Permanent), Livingston. Valneva [Details here](#)

Production Operator – Bottling Hall (FT Temporary), West Lothian. via Cordant People [Details here](#)

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

Retail Advisor (FT) Livingston. Vodafone [Details here](#)

Trading Team Leader (Temp FT), Livingston. Dunelm – closes 31/03/21 [Details here](#)

Sales Assistant (Temp FT), Livingston. Dunelm – closing 31/03/21 [Details here](#)

Department Supervisor (FT), Livingston. Halfords [Details here](#)

Cycle Technician (PT), Livingston. Halfords [Details here](#)

Team Member (PT), Livingston. Lovisa [Details here](#)

Supervisor (PT Temp), Livingston. New Look – closes 12/04/21 [Details here](#)

Coffee Shop Assistant (FT), Broxburn. Williamson's the Florist via Indeed [Details here](#)

Retail Manager (FT), Livingston. Shakeaholic via Indeed [Details here](#)

Department Manager Pets (FT), Livingston. Dobbies Garden Centre – closes 18/04/21 [Details here](#)

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

Store Assistant (PT), Bathgate. Lidl – closes 29/03/21 [Details here](#)

Additional Vacancies

Sales Administrator (FT Permanent), Livingston. Mitsubishi Electrical Air Conditioning Systems Europe Ltd – closes 26/03/21 [Details here](#)

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

Shift Manager (PT), Bathgate. Lidl – closes 30/03/21 [Details here](#)

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

Waiting Staff (PT), Bathgate. Food Creations Bathgate Golf Course via Indeed [Details here](#)

Front of House Manager (FT), Bathgate. Food Creations Bathgate Golf Course via Indeed [Details here](#)

Head Chef (FT), Bellsquarry. Stones Bar and Grill at the Elm Tree [Details here](#)

General Manager (FT), Bellsquarry. Stones Bar and Grill at the Elm Tree [Details here](#)

Bar Staff (PT), Bellsquarry. Stones Bar and Grill at the Elm Tree [Details here](#)

Waiting Staff (P/T), Bellsquarry. Stones Bar and Grill at the Elm Tree [Details here](#)

Pound Manager, Bo'ness. NSL- DVLA Edinburgh - closes 29/03/2021 [Details here](#)

Assistant Manager QSR (FT Permanent), Livingston. Chopstix Noodle Bar [Details here](#)

Assistant Front of House Manager (FT Temp), Broxburn. Just Go [Details here](#)

Quality Control Manager (FT), Livingston. Merck KGaA [Details here](#)

Live Chat with an Employment Adviser



Live Employment Support West Lothian Council Facebook

Thursday 25th of March

9am-3pm

- New vacancy promotion
- Live chat with employment advisers
- Assistance with looking for work
- Advice and guidance



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, Microcrom, 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](#)

Gardener Modern Apprenticeship (FT), Edinburgh. JDS Fencing - closes 31/03/21 [Details here](#)

Business Analyst Modern Apprenticeship FT, Edinburgh. M&G plc - closes 15/04/21 [Details here](#)

Light Vehicle Service Technician Modern Apprenticeship FT, Grangemouth. Hazco Environmental - closes 29/04/21 [Details here](#)

Electrical Engineering Modern Apprenticeship FT, Grangemouth. Forth Ports- Closes 01/04/21 [Details here](#)

Business Administration Assistant Modern Apprenticeship, Edinburgh. TC Young - closes 10/04/21 [Details here](#)

Warehouse Assistant Modern Apprenticeship (PT 25hrs), Bathgate. Worldwide Tradelink - closes 18/04/21 [Details here](#)

Customer Service Modern Apprenticeship (FT - Aug start), Livingston. SKY - closes 02/05/21 [Details here](#)

Customer Sales Apprenticeship (FT - July start), Livingston. SKY - closes 02/05/21 [Details here](#)

Vehicle Parts Advisor Modern Apprenticeship (FT), Broxburn. Bike Speed - closes 29/04/21 [Details here](#)

Commis Chef Modern Apprenticeship (FT), Bo'ness. Richmond Park Hotel - closes 19/04/21 [Details here](#)

Vehicle Parts Advisor Modern Apprenticeship (FT), Kirknewton. David Philip Commercial - closes 29/04/21 [Details here](#)

Trainee Quantity Surveyor Apprenticeship (FT), Livingston. GRAHAM - closes 09/04/21 [Details here](#)

Commercial Surveying Assistant Graduate Apprenticeship (FT), Edinburgh. Knight Frank - closes 08/04/21 [Details here](#)

Civil Engineer Graduate Apprenticeship (FT), Edinburgh. WSP Ltd closes 30/03/21 [Details here](#)

Trainee Site Manager Graduate Apprenticeship (FT), Edinburgh. McLaughlin & Harvey closes 18/04/21 [Details here](#)

Vacancies

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](#)

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

Warehouse Person/Driver (FT Permanent), Livingston. via JW Carpets [Details here](#)

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

Operator (FT Temporary), Livingston. via Blue Arrow [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](#)

Management

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

Business Development Executive (FT), Livingston. Eurofins - UK Biopharma Services [Details here](#)

Contracts Specialist (FT), Livingston. Eurofins- UK Biopharma Services [Details here](#)

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

Management Accountant (FT Permanent), Livingston. Schuh [Details here](#)

Laboratory Project Services Coordinator (FT), Livingston. IQVIA [Details here](#)

Assistant Restaurant Manager (FT), Edinburgh. Barburrito [Details here](#)

Energy Policy Manager (FT Permanent), Bathgate. Everwarm Group [Details here](#)

Information Governance Lead (FT Permanent), Bathgate. Sureserve Group PLC [Details here](#)

Venue Manager (FT Permanent), Livingston. Admiral Slots Luxury Leisure [Details here](#)

Project Manager- Clinical Trials (FT), Bathgate. Catalent [Details here](#)

Chef/Assistant Manager (FT Permanent), Linlithgow. The Jersey Bean [Details here](#)

Front Office Manager (FT Permanent), Edinburgh. Mercure [Details here](#)

Customer Care Manager (FT Permanent), Livingston. Bellway- closes 29/03/2021 [Details here](#)

Site Manager (FT Permanent), Livingston. Bellway - closes 29/03/2021 [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](#)

Additional Vacancies

Health and Safety Advisor, Breich, West Calder (EH55). Sigma Recruitment [Details here](#)

Handyman/Woman, (FT Permanent), Livingston Village. Randolph Hill Nursing Homes Group [Details here](#)

Labourer (FT Permanent), Edinburgh. Randstad Construction, Property and Engineering [Details here](#)

Handyman (FT contract), Edinburgh. via Search Consultancy [Details here](#)

Fixer (FT contract work), Edinburgh. via Search Consultancy [Details here](#)

General Construction Worker (FT Temporary), Edinburgh. Sir Robert McAlpine [Details here](#)

Lecturer in Construction (FT Permanent), Edinburgh. Napier University - Closes 15/04/2021 [Details here](#)

Groundworks & Civils Ganger/Supervisor (FT Contract), Edinburgh EH12. DRC Contracts [Details here](#)

Trade Mate (FT Temporary), Livingston. via Connect Appointments [Details here](#)

Maintenance Engineer Days (FT Permanent), Bathgate. via Aldi [Details here](#)

General Labourer (FT Temporary), Livingston. via Prime Staff [Details here](#)

Order Picker (FT Temporary), Livingston. via Connect Appointments [Details here](#)

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

Customer Service Representative (FT), Livingston. Office Angels - closing date 15 Apr 2021 [Details here](#)

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

Finance Assistant (FT), Livingston, West Lothian College - closes 28/03/21 [Details here](#)

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

Insolvency Finance Administrator (FT) Home then Edinburgh. via Utopian Professional Recruitment [Details here](#)

Receptionist/Telephonist (PT Weekends), Newbridge. Eastern BMW [Details here](#)

Assistant Accountant (FT), Livingston. via Escape Recruitment [Details here](#)

Skills Boost NHS at West Lothian College



West Lothian College, in partnership with NHS Lothian, is launching an exciting 3-week course that will provide you with an introduction to the role of Healthcare Support Worker, preparing you for employment at St John's Hospital.

The skills boost course is made up of two weeks of blended learning supported by West Lothian College staff and a one week induction programme with NHS Lothian, also a blended learning approach.

This course will offer successful applicants a post as a Healthcare Support Worker within NHS Lothian.

More information and on this initiative and details on how to apply available [here](#)

Additional Vacancies

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

Office Administrator (FT Permanent), Livingston. Team Jak Foundation - closes 31/03/21 [Details here](#)

Distribution Administrator (FT Permanent), Bathgate. JBT Distribution [Details here](#)

Administrative Officer (Job Share, Temp Contract), Motherwell. North Lanarkshire Council [Details here](#)

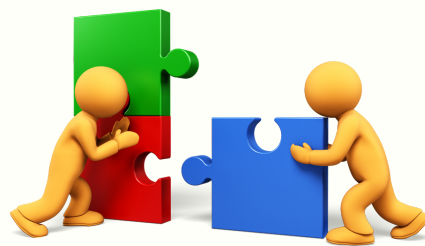
Clerical Assistant (FT Temporary), Motherwell. North Lanarkshire Council [Details here](#)

Payroll Administrator (FT Permanent), Falkirk. Morson Group - closes 31/03/21 [Details here](#)

Receptionist (FT), Livingston. Randolph Hill Nursing Homes Group Ltd [Details here](#)

Administrator (FT), Livingston. Randolph Hill Nursing Homes Group Ltd [Details here](#)

Handyman/Woman (FT), Livingston. Randolph Hill Nursing Homes Group Ltd [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:0800 032 9768)



access2employment@westlothian.gov.uk



[Book an appointment](#) online

Register for the Vacancy Bulletin [here](#)

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