

VACANCY BULLETIN

Employment Skills Workshops

Access2Employment workshops will 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, May workshop dates are:

Online Interview Skills

11 May, 1pm-2pm or 25 May, 11am-12pm

Customer Service

13 May, 11am-12pm or 27 May, 11am-12pm

Create a Profile, Network and Find Jobs on LinkedIn

18 May, 11am-12pm

Wellbeing

18 May, 10am-12pm

Skills & Effective Job Searching

20 May, 1pm-2pm

LinkedIn

18 May, 11am-12pm

For more information or to register for the workshops, please email Access2employment@westlothian.gov.uk or complete the online 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** or complete our CV questionnaire [here](#)

EasyRecruitUK Ltd are looking for **Construction General Operatives & Telehandlers** for various contracts.



Please telephone Joy Meechan on 07805 401 638 to apply.

Telehandler details below:

Required for undernoted area projects ranging from 3 weeks to long term in duration;

- 1 x Leith – Edinburgh
- 1 x Winchburgh – West Lothian

Rate of pay is £16.00 per hour - (Self Employed).



West Lothian Council

There are a number of vacancies currently available within West Lothian Council, including:

- Roofer
- Cook and Assistant Cook
- Social Care Support Worker
- Social Care Practitioner
- Administrative Assistant
- Service Coordinator-Occupational Therapy Duty

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

Roofer, Kirkton Campus, West Lothian Council - closes 16/05/21 [Details here](#)

Live In Carer, Livingston - closes 7/07/21 [Details here](#)

Support Worker, Linlithgow, Ark People Housing - closes 11/5/21 [Details here](#)

Support Worker (PT) Livingston, The Action Group - closes 31/05/21 [Details here](#)

Administrative Assistant (PT) Strathbrock, West Lothian Council - closes 16/05/21 [Details here](#)

Kelpies Guide/Retail Assistant, (PT) Falkirk Council - closes 14/05/21 [Details here](#)

Service Coordinator - Occupational Therapy Duty, Strathbrock. West Lothian Council - closes 7/05/21 [Details here](#)

Your journey to becoming an Entrepreneur starts here

Join our next series of free Start-Up webinars to discover the skills and knowledge needed to become a business owner. These webinars focus on 4 key themes that will help you to develop a better understanding of starting your own business.

Business Start-Up: Awareness 5th May 2021 10:00 - 11:30

This workshop aims to make you aware of the various requirements involved in setting up a business.

Business Start-Up: Marketing 12th May 2021 18:00 - 20:00

This webinar will help you to identify your customers, understand your competitors and plan an effective marketing strategy.

Business Start-Up: Business Planning 19th May 2021 18:00 - 20:00

Taking time to plan your business and seek advice before you start trading is time well spent. This webinar will help you create a robust business plan.

Business Start-Up: Finance 26th May 2021 18:00 - 20:00

This webinar will give you an introduction to the role of finance in the business including managing a profit and loss account and different sources of finance.



Retail / Hospitality

Customer Service Assistant (PT), Uphall. Scotmid - closes 07/05/21 [Details here](#)

Store Team member (PT), Livingston. Home Bargains - closes 22/05/21 [Details here](#)

Chef de Partie (FT), Broxburn. Dobbies Garden Centre - closes 17/05/21 [Details here](#)

Team Member (FT), Livingston. Marstons - Chain Runner [Details here](#)

Line Chef (FT), Livingston. Marstons - Chain Runner [Details here](#)

Housekeeper (FT), Livingston. Marston - Chain Runner [Details here](#)

Summer Temp Sales Assistant (PT), Livingston. Sports Direct - closes 30/05/21 [Details here](#)

Waiting Staff (PT), Livingston. Brucefield Farm [Details here](#)

Kitchen Assistant (PT), Livingston. Brucefield Farm [Details here](#)

Shift Supervisor (FT), Livingston. Brucefield Farm [Details here](#)

Sales Assistant (PT), Livingston. Superdry - closes 01/06/21 [Details here](#)

Customer Service (PT), Ratho Station. Scotmid Co-Op - closes 21/05/21 [Details here](#)

Customer Service Assistant/ Home delivery Driver (PT), West Calder. Scotmid Co-Op - closes 14/05/21 [Details here](#)

Waiting Staff (FT and PT), Bathgate. Ennis Inns [Details here](#)

Food and Beverage Assistant (FT), Livingston. Mercure Interstate - closes 28/05/21 [Details here](#)

Store Assistant Manager (FT), Broxburn. Home Bargains - closes 12/05/21 [Details here](#)

Store Manager (FT), Broxburn. Home Bargains - closes 12/05/21 [Details here](#)



Financial Wellbeing

Do you have debts? ? Are you having sleepless nights because you are worried about how you are going to pay your council tax or rent/mortgage or credit card?

Did you know the Advice Shop has an experienced and dedicated Money Advice Team who although may not be able to meet with you face to face at the moment are able to help you explore your options to deal with problem debts.

If you are struggling with debt and would like to speak to one of our money advisors contact our team at the Advice Shop on [01506 283000](tel:01506283000) or fill in our online referral form <https://www.westlothian.gov.uk/advice-shop-referral> or e-mail Advice.Shop@westlothian.gov.uk

This is worrying time for everyone and our Money Advice Team at the Advice Shop are here to try and help.

Graduates/Apprenticeships

Contact Centre Advisor Modern Apprenticeship (FT), Edinburgh. RBS - closes 20/05/21 [Details here](#)

Light Vehicle Service Technician Modern Apprenticeship (FT), Bathgate - closes 30/05/21 [Details here](#)

Apprentice (FT), Livingston. City Electrical Factors - [Details here](#)

Childcare Assistant Modern Apprenticeship (FT), Edinburgh Park - closes 15/05/21 [Details here](#)

Financial Customer Service Modern Apprenticeship (FT), Edinburgh - closes 22/05/21 [Details here](#)

Trainee Desk Hire Assistant Modern Apprenticeship (FT), Grangemouth - closes 13/05/21 [Details here](#)

Childcare Assistant Modern Apprenticeship (FT). Currie - closes 04/06/21 [Details here](#)

Vehicle Parts Advisor (FT), Broxburn. Bikespeed UK - closes 30/05/21 [Details here](#)

Forestry Operative Modern Apprenticeship (FT), West Calder. - closes 15/05/21 [Details here](#)

Hairdresser Modern Apprenticeship (FT), Edinburgh. Hair By Brown & Co - closes 04/06/21 [Details here](#)

HR Administrator Modern Apprenticeship (FT), Grangemouth. Applus UK Ltd - closes 27/05/21 [Details here](#)

HR Administrator Modern Apprenticeship (FT), Edinburgh. - closes 16/05/21 [Details here](#)

Accounts & Business Advisory Team Graduate Apprenticeship (FT), Edinburgh. - closes 14/05/21 [Details here](#)

Light Vehicle Service Technician Modern Apprenticeship (FT), Newbridge. - closes 30/05/21 [Details here](#)

Lettings Assistant Modern Apprenticeship (FT), Edinburgh. Southside Property - closes 12/05/21 [Details here](#)

Our 'Apply for an Apprenticeship' weekly online drop-in session offers support for young people within West Lothian. The session looks at upcoming opportunities as well as going over the weekly A2E Jobs Bulletin. Council Apprenticeships will be advertised next week, for help to apply, come along!



Although it would be nice to see you, please feel free to leave your camera off until you feel more comfortable within the group. If you would like to join or for more info please email: stepsn2work@westlothian.gov.uk

For info and more apprenticeship vacancies, check the Apprenticeship.scot website [here](#)

APPRENTICESHIPS .SCOT

From Skills Development Scotland

Office / Admin

Office Manager (PT or FT), Livingston. CJ Pressure Test & Chlorination Ltd - closes 08/05/21 [Details here](#)

Communications Officer (PT), home working. Zero Tolerance closes - 10/05/21 [Details here](#)

Restaurant Customer Advisor (PT), Broxburn. Dobbies Garden Centre – closes 17/05/21 [Details here](#)

Operations Customer Advisor (PT, Temporary), Broxburn. Dobies Garden Centre – closes 09/05/21 [Details here](#)

Grounds Maintenance Expert (PT), Broxburn. Dobbies Garden Centre - closes 20/05/21 [Details here](#)

Administrator (FT, Fixed Term), Edinburgh. University of Edinburgh [Details here](#)

Retentions & Telesales Administrator (FT), Shotts.Thomson Dairies Ltd [Details here](#)

Rental Administration Assistant (PT, Temporary), Broxburn. London Learning Consortium [Details here](#)

Administrative Assistant (FT & PT), Carluke. Dolan Skip & Plant Hire [Details here](#)

Spirit Supply Coordinator (FT), Broxburn. Ian Macleod Distillers Ian Macleod Distillers [Details here](#)

Cloud Engineer (FT), Livingston. Crucial – [Details here](#)

Office Administrator (FT, Permanent), Whitburn. AKM Auto Garage [Details here](#)

Management

Public Affairs Manager (FT, Permanent), Edinburgh. Friends of the Earth- closes 17/05/21 [Details here](#)

Assistant/ Deputy Manager, Livingston. Busy Bees Nursery - closes 18/05/21 [Details here](#)

Digital Manager (FT, Permanent), Bathgate/Remote. Macdonald Hotels and Resorts [Details here](#)

Lead Team Manager- Parcel Service (FT), Livingston. Yodel [Details here](#)

Duty Manager (FT), Livingston. Prezzo [Details here](#)

Deputy Home Manager (FT Permanent), Livingston. Peacock Nursing Home- closes 31/05/21 [Details here](#)

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

Store Assistant Manager (FT, Permanent), Bathgate. Home Bargains- closes 28/05/21 [Details here](#)

Inventory Manager (FT, Permanent), Livingston. Valneva [Details here](#)

Finance & Admin Officer (PT), Home based. AdvoCard - [Details here](#)

Manufacturing Vacancies

Logistics & Operations Manager (FT), West Lothian. Ooni [Details here](#)

Cloud Engineer (FT), Livingston. Crucial – [Details here](#)

Raw Materials QA (FT), Bo'ness. Bakkavor – [Details here](#)

Lead Team Manager- Parcel Service (FT), Livingston. Yodel [Details here](#)

Production Operator (FT), Livingston. Mitsubishi [Details here](#)

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

Manufacturing Operations Co-Ordinator (FT, Permanent), Broxburn. Ooni Pizza Ovens [Details here](#)

Prestige Quality & CI Executive (FT, Permanent), Livingston. Via HRC Recruitment [Details here](#)

Production Team Leader Nightshift (FT, Permanent), Livingston. Lonza [Details here](#)

Production Operator (FT, Permanent), Livingston. Via Escape [Details here](#)

Senior Material Handler (FT, Permanent), Bathgate. Via Nine Twenty [Details here](#)

Bulk Spirit Manager (FT, Permanent), Livingston. Via Brightwork Recruitment [Details here](#)

Nightshift Hygiene Manager (FT, Permanent), Livingston. via Escape [Details here](#)

Production Supervisor (FT, Permanent), Whitburn. Via Sigma Recruitment [Details here](#)

Machine Operator (FT, Permanent), Livingston. Burtons [Details here](#)

Electrical Engineer (FT), Livingston. Paterson Shortbread – [Details here](#)

Master Planner (FT, Permanent), Bathgate. Via Escape [Details here](#)

Other Vacancies

Road Worker (FT), Linlithgow. BEAR Scotland [Details here](#)

Support Worker (FT), Livingston. Leonard Cheshire – [Details here](#)

Service Maintenance Engineer (FT), Broxburn. Capital Power Clean Ltd – [Details here](#)

Delivery Driver (FT), Bathgate. Velocity [Details here](#)

Class 1 Driver (PT), Bathgate. Vantage Recruitment [Details here](#)

Care Assistant (FT), Livingston. Lucerne Scotland Ltd [Details here](#)

Participation Worker (PT), Home Based. Royal Caledonian Education Trust - closes 18/06/21 [Details here](#)

Community and Grants Officer (FT), Linlithgow. Digital Extra fund - closes 20/05/21 [Details here](#)

Family Support Co-ordinator (FT), West Lothian. Home start - closes 11/05/21 [Details here](#)

Service Maintenance Engineer (FT), Broxburn. Capital Power Clean Ltd – [Details here](#)

Other Vacancies

Sales Administration Assistant (FT, Permanent and Fixed Term), Edinburgh. Heineken [Details here](#)

Receptionist/Office Administrator (FT), Broxburn. Cars4You Ltd [Details here](#)

Accounts Payable Assistant (FT), Livingston. SKY – [Details here](#)

Room Attendant (FT), Livingston. Mercure Interstate – closes 28/05/21 [Details here](#)

Front of House Staff/ Server (PT), Linlithgow. Star and Garter Hotel [Details here](#)

Kitchen Porter (FT and PT), West Calder. Bistro 19. Via Indeed [Details here](#)

Accounts Assistant (FT Fixed Term), Livingston, Sky [Details here](#)

Foster Carer, Livingston. RSD Recruitment - closes 23/05/21 [Details here](#)

Medical Secretary (FT), Livingston, NHS Scotland - closes 06/05/21 [Details here](#)

Clerical Officer (FT), Livingston, NHS Scotland - closes 13/05/21 [Details here](#)

Larger

Employers

Livingston Designer Outlet frequently have opportunities - for the latest vacancies, see [here](#)

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](#)



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**

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

Warehouse Vacancies

Stock & Delivery Team Leader (FT), Edinburgh. Dunelm – [Details here](#)

Stock Clerk (FT, Permanent), Livingston. DHL [Details here](#)

Warehouse Operative (FT, Temporary), Livingston. Via Connect Appointments [Details here](#)

Warehouse Operative (FT, Permanent), Livingston. NAS Recruitment Service Ltd [Details here](#)

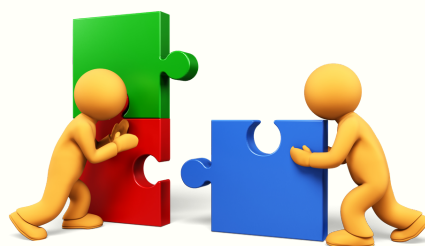
Warehouse Operative (FT), Livingston. Search Consultancy [Details here](#)

Warehouse Operative (FT), Livingston. DHL – closes 07/05/21 [Details here](#)

Counterbalance Forklift Driver (FT), Bathgate. JBT Distribution [Details here](#)

Warehouse Operative (FT, PT, Temporary), Livingston. Via Connect appointments [Details here](#)

Driver & Warehouse/ Yard Operative (FT, Permanent), Falkirk. Buildbase, Grafton Group [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**



access2employment@westlothian.gov.uk



[Book an appointment](#) online

Register for the Vacancy Bulletin [here](#)

To unsubscribe, please complete this [form](#)



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