

VACANCY BULLETIN

Employment 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:

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

Online Interview Skills
25 May, 11am-12pm

Customer Service
27 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](tel:0800 032 9768) or complete our CV questionnaire [here](#)

Quick Link to Larger Employers



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

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](#)



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

- Social Care Practitioner
- Roofer
- Administrative Assistant
- Joiner
- Customer Service Officer
- Supply Cook

in addition, there are a number of apprenticeships which go live this week and will be advertised on My Job Scotland, including:

- Electricians
- Joiners
- Plumbers
- Painters
- Plasterers
- Roofer/Rough Casters

Support to apply is available - email stepsn2work@westlothian.gov.uk or phone [0800 032 9768](tel:0800 032 9768)

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

Public Sector

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

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

Housing Support Worker (FT, Permanent), Falkirk Council - closes 18/05/21 [Details here](#)

Customer Services Officer (FT, Fixed Term), Bathgate, West Lothian Council - closes 20/05/21 [Details here](#)

Housing Services Administrators x3 (FT), Falkirk, Link Group Ltd - closes 23/05/21 [Details here](#)

Joiner (FT, Permanent), West Lothian Council - closes 06/06/21 [Details here](#)

Health & Safety Advisor, Edinburgh. The Scottish Government - closes 21/05/21 [Details here](#)

Retail / Hospitality

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](#)

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

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

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

Shop Assistant (FT), Broxburn. The Butchery Scot Mid [Details here](#)

Customer Service (PT), Uphall. Scotmid - closes 20/05/21 [Details here](#)

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

Customer Service/ Home delivery driver (PT), Broxburn. Scotmid - closes 14/05/21 [Details here](#)

Retail Supervisor (PT), Livingston. Farm Foods [Details here](#)

Summer Temporary sales assistant (FT), Livingston. Sports Direct - closes 30/05/21 [Details here](#)

Retail Supervisor (FT), Livingston. Matalan - closes 28/05/21 [Details here](#)

Sales Consultant (PT), Livingston. Clinique Boots [Details here](#)

Kitchen Sales Designer (FT), Bathgate. Howdens - closes 28/05/21 [Details here](#)

Waiting Staff (PT), Livingston. Indeed Flex [Details here](#)

Barista (FT), Livingston. Costa [Details here](#)



Business Gateway's Planning to Start site can help you take the first steps on your journey to self-employment



Graduates/Apprenticeships

A number of West Lothian Council Modern Apprenticeships will be posted on www.myjobscotland.gov.uk this week, for MA's in:

- Painters
- Joiners
- Plumbers
- Electricians
- Plasterers
- Roofers/Rough Casters

Our 'Apply for an Apprenticeship' weekly online drop-in session, each Thursday from 1pm-2pm, offers support for young people within West Lothian.



The session looks at how to successfully apply for council apprenticeships, other upcoming opportunities as well as going over the weekly A2E Jobs Bulletin.

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

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](#)

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

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](#)

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

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

Business Administration Assistant Graduate Apprenticeship (FT), Livingston. Farrans - closes 24/06/21 [Details here](#)

Counter Sales Assistant Modern Apprenticeship (FT), Linlithgow. JB Management - closes 22/06/21 [Details here](#)

IT Service Delivery Assistant Modern Apprenticeship (FT), Livingston. ILF Scotland - closes 17/05/21 [Details here](#)

Office / Admin

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

Finance and Admin Officer (PT), home based. Advocard - closes 25/05/21 [Details here](#)

Addiction Worker Training Project (FT), Various. Scottish Drug Forum - closes 21/05/21 [Details here](#)

Network Officer (FT), Home based. Penumbra - closes 28/05/21 [Details here](#)

Community & Grants Officer (FT), home based. Digital Xtra Fund - closes 20/05/21 [Details here](#)

Community Programme Manager (PT), West Lothian. Blackburn Family Centre - closes 21/05/21 [Details here](#)

Customer Sales Advisor (FT), Livingston, via Search Recruitment - closes 29/05/21 [Details here](#)

Receptionist/Office Administrator (FT), Broxburn, Cars4U [Details here](#)

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

Stores Administrator (FT), Livingston, Deutsch Windtechnik [Details here](#)

Accounts Payable Supervisor (FT), Livingston, Schuh [Details here](#)

Optimisation Coordinator (FT), Livingston, Schuh [Details here](#)

Finance Administrator (FT, Fixed Term), South Queensferry. Hunter Boots Ltd [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](#)

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

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

Assistant Site Manager (FT, Permanent), Edinburgh. Barratt- closes 31/05/21 [Details here](#)

Clothing Manager (FT Permanent), Broxburn. Poundland- closes 28/05/21 [Details here](#)

GIS Application Manager (FT, Permanent), Edinburgh. Scottish Forestry- closes 23/05/21 [Details here](#)

Branch Manager, Livingston. ESS Salesforce- closes 31/05/21 [Details here](#)

Project Manager, Livingston. CFH Docmail [Details here](#)

Assistant Vehicle Rental Manager (FT Temp), Broxburn. Just Go Motorhomes [Details here](#)

Manufacturing

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

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

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

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

Production Operators (FT, Contract), Livingston. Via Blue Arrow [Details here](#)

Production Co-Ordinator (FT, Permanent), Livingston. Evoframes [Details here](#)

Production Supervisor (FT, Permanent), Livingston. Evoframes [Details here](#)

Semi-Skilled Machine Operator (FT, Permanent), Livingston. Via Connect Appts [Details here](#)

Manufacturing Operator (FT, Permanent), Livingston. Via BR Recruitment [Details here](#)

Maintenance Technician (FT, Contract), Livingston. Via Connect Appointments [Details here](#)

Manufacturing Team Leader (FT, Permanent), Edinburgh, via Zachary Daniels [Details here](#)

Other Vacancies

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](#)

Barista Maestro (FT), Livingston. Costa [Details here](#)

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

Waiting staff (PT), Livingston. Blue Lagoon [Details here](#)

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

Operational Planner (FT, Permanent), Bo'Ness. Bakkavor [Details here](#)

Virtual Resource Centre Coordinator (FT, Fixed Term), Home Based, Alzheimer Scotland – closes 20/05/21 [Details here](#)

Office Coordinator (FT), Livingston, Fedcap Employment – closes 19/05/21 [Details here](#)

Hair Stylist (FT, PT), Livingston. Black II Hair Salon [Details here](#)

Support Worker (FT), Livingston, Hierarchy Support – Contact: savina@hbsolutions.co.uk

Other Vacancies

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

FTTP (Fibre) Network Surveyor (FT). Harlequin Group [Details here](#)

Marketing Assistant (FT), Livingston. Braid Health and Wellbeing [Details here](#)

Support Worker (FT), Livingston. Mears [Details here](#)

Joiner (FT), Livingston. Peace Recruitment [Details here](#)

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

Female Support Worker (FT), Livingston. The Action Group – closes 30/05/21 [Details here](#)

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

Production Technician-GMP (FT, Permanent), Livingston. Via Brightwork Recruitment [Details here](#)

Production Operative-Days (FT, Permanent), Bo'ness. Bakkavor [Details here](#)

Employment Aftercare Advisor (FT), Livingston. Fedcap Employment – closes 19/05/21 [Details here](#)

Project Administrator (FT), Broxburn. EKCO Kitchens [Details here](#)

Customer Liaison Officer (FT), Flexible Location. Shawbrook Bank [Details here](#)

Administrator (PT), Livingston. Pentland Brands [Details here](#)

Admin Assistant (FT), Livingston. Alliance Automotive Group – closes 07/06/21 [Details here](#)

School Support Administrators (FT), Sighthill. Napier University – closes 19/05/21 [Details here](#)

Client Services Advisor (FT), Livingston. Smart Fleet Solutions [Details here](#)

Claims Administrator (FT), Bathgate. Via Contracts Scotland [Details here](#)

Buying Administrator (FT), Grangemouth. Klondyke Group – closes 21/05/21 [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

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

Warehouse Operative (FT, Permanent), Motherwell. Lidl [Details here](#)

Warehouse Colleague (FT, Permanent), Livingston. DHL [Details here](#)

Warehouse Assistant (PT, FT, Permanent), Bathgate. Schuh [Details here](#)

Parcel Sorter (PT, FT, Temporary), Livingston. Connect Appointments [Details here](#)

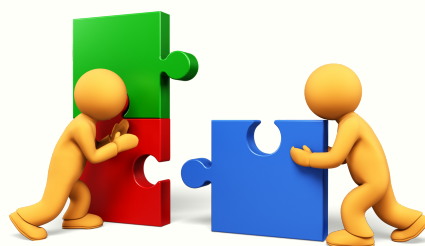
Picker Packer – Warehouse Operative (FT, Temporary), Livingston. Connect Appointments [Details here](#)

Warehouse Operative/ Delivery Driver (FT, Permanent), Bathgate. Autosmart West Lothian [Details here](#)

Warehouse & Trade Counter Sales Apprentice (FT), West Lothian. EDA Learning & Development [Details here](#)

Delivery/Warehouse (FT, Permanent), Broxburn. Morelli Group [Details here](#)

Production Operative /Cleaners (FT), Various West Lothian. Cordant People [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](#)



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future



West Lothian
Council