

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, upcoming workshop dates are:

CV Preparation

22nd June, 11am-12pm

Skills & Effective Job Searching

24th June, 11am-12pm

Online Interview Skills

29th June, 1.00pm-2.00pm

Wellbeing

29th June, 10.00am-12.00pm

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

Graduate N2 Work



Access2Employment are providing tailored Employability support for Graduates living in West Lothian seeking to explore Graduate opportunities.

Are you about to Graduate and need help finding your dream job?

Are you currently in work not using your qualifications to your full potential?

Contact A2E find out more. Call 0800 032 9768 or email Access2Employment@westlothian.gov.uk alternately complete the online registration [here](#)

Featured Vacancy



Business Gateway would like to recruit a Business Adviser with a particular focus on Procurement; providing support to clients on the tendering process for Public Contracts; and, building capacity with the business to complete a successful tender submission.

To apply see below link:

Business Networking Adviser (FT, Fixed Term), Livingston. WLC - closes 27/06/21 [Details here](#)



West Lothian Council

There are 93 vacancies currently available in West Lothian on My Job Scotland, including:

- Team Supervisor
- Social Care Practitioner
- Pupil Support Worker
- Teachers
- Planning Officer Compliance
- Business Growth Adviser

To apply directly and for more information on these and other local authority vacancies, click [here](#)

Public Sector

Social Care Practitioner (nights) (PT, Permanent), Livingston. WLC - 27/06/21 [Details here](#)

Careline Adviser (PT, Permanent), Livingston. WLC - closes 27/06/21 [Details here](#)

Advanced Pupil Support Worker (PT, Permanent), Broxburn. WLC - closes 27/06/21 [Details here](#)

Joiner (FT, Permanent), Livingston. WLC - closes 27/06/21 [Details here](#)

Team Supervisor (FT, Permanent), Livingston. WLC - closes 27/06/21 [Details here](#)

Administrative Assistant (FT, Permanent), Fauldhouse. WLC - closes 27/06/21 [Details here](#)

Electricians Various Grades (Ft, Permanent), Livingston. WLC - closes 27/06/21 [Details here](#)

CSC Revenue Officer (PT, Permanent), Bathgate. WLC - closes 27/06/21 [Details here](#)

IT Service Desk Analyst (FT, Fixed Term), Livingston. WLC - closes 27/06/21 [Details here](#)

Project Officer (FT, Fixed Term), Livingston. WLC - closes 27/06/21 [Details here](#)

Driver Labourer (FT, Permanent). Livingston. WLC - closes 27/06/21 [Details here](#)

Business Growth Adviser (FT, Fixed Terms), Livingston. WLC - closes 27/06/21 [Details here](#)

Roofer (FT, Permanent), Livingston. WLC - closes 27/06/21 [Details here](#)

Developing New Skills



If you are thinking about developing your skills and knowledge to improve your employment opportunities or just for fun, why not explore your options and find out what courses are available to suit you. Click here to find out more [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](#)

Vacancies in Charity and Voluntary sector, info [here](#)

IQVIA Livingston - (45 jobs) click [here](#)

Civil Service jobs - click [here](#)

Tesco Careers - click [here](#)



Retail Vacancies

Customer Service Assistant (PT), Various West Lothian. Co-Op Scotmid – closes 30/06/21 [Details here](#)

Sales Assistant (PT), Livingston. Carpet Right – closes 24/06/21 [Details here](#)

Retail Supervisor (FT), Livingston. Fossil [Details here](#)

Store manager (FT), Livingston. Pavers [Details here](#)

Customer Assistant (PT Temporary), Bathgate. Tesco – closes 20/06/21 [Details here](#)

Sales Assistant (PT), Livingston. One Below. Via Indeed [Details here](#)

Retail Supervisor (PT), Bathgate. Farm foods [Details here](#)

Retail Supervisor (PT), Livingston. One Below. Via Indeed [Details here](#)

Retail Assistant Manager (FT), Livingston. One Below. Via Indeed [Details here](#)

Store manager (FT), Bathgate. Dnisi Coffee Company. Via Indeed [Details here](#)

Retail Assistant Manager (Permanent), Livingston. One Below [Details here](#)

Night Retail Assistant (PT, Permanent), Livingston [Details here](#)

Sales Associates (PT), Livingston. The North Face [Details here](#)

Customer Assistant (PT), Whitburn. Lidl UK - closes 30/06/21 [Details here](#)

Age 16 - 24 on Universal Credit?

Various Kickstart vacancies still seeking application are available at West Lothian Council.

****Trainee Facilities Management Assistant****

****Trainee Facilities Management Assistant - Schools****

Contact your jobcentre work coach for more details or email stepsn2work@westlothian.gov.uk for support.



gov.uk/kickstart



Quick Link to Apprenticeship & Graduate Opportunities

For Information on Apprenticeship vacancies, check the Apprenticeship.scot website [here](#)

For Information on Graduate vacancies, check the Prospects.ac.uk website [here](#)



Apprenticeships / Graduates

Electrician Apprentice (FT), Livingston. – closes 29/06/21 [Details here](#)

Machinist / Welder Technician (FT), x 6 positions available Livingston. – closes 30/06/21 [Details here](#)

Risk & Compliance Graduate 2021, Edinburgh. Standard Life Aberdeen – closes 21/06/21 [Details here](#)

Graduate Software Test Engineer, Livingston. GE Digital [Details here](#)

Graduate Pavement Engineer (NE), Perth/Edinburgh. Bear Scotland [Details here](#)

Shared services data analyst – smart metering (graduate), Falkirk. Utility People UK [Details here](#)

Engineering Apprentice (Mech/Elec), Livingston. First UK Bus - Closes 28/06/21 [Details here](#)

Engineering Apprentice Technician (4 year Apprenticeship) Edinburgh. Edinburgh Airport. Closes 22/06/21 [Details here](#)

Warehouse & Trade Counter Sales Apprentice, Livingston. EDA Learning & Development. Closes -9/07/21 [Details here](#)

Modern Apprentice Document Control Analyst, Livingston. GE Renewable Energy [Details here](#)

Childcare Modern Apprenticeship, Whitburn and Livingston. Via Carousel Training [Details here](#)

Office / Admin Vacancies

Faculty Development Administrator (FT), Home working/Edinburgh. The Royal College of Surgeons – closes 21/06/21 [Details here](#)

Coordinator (FT), Edinburgh/Home Working (FT Fixed Term), Children's Health Scotland – closes 18/06/21 [Details here](#)

Volunteer Coordinator (PT), Bellshill. YMCA – closes 17/06/21 [Details here](#)

Receptionist (PT Casual), Livingston, Mercure Hotel – closes 6/07/21 [Details here](#)

Digital Content Assistant (FT Fixed Term), Working from Home/Edinburgh. Young Scot – closes 24/06/21 [Details here](#)

Contact Tracer (FT Fixed Term), Work from Home. NHS Scotland – closes 18/06/21 [Details here](#)

Personal Assistant (FT), Livingston. NHS Lothian – closes 28/06/21 [Details here](#)

Receptionist/Administrator (FT), Livingston. Nordan [Details here](#)

Office Clerk (PT), Livingston. DHL [Details here](#)

Site Administrator (FT), Livingston. Eurofins [Details here](#)

Administration Assistant (FT), Livingston. Peacocks Medicare [Details here](#)

Clerical Assistant (FT), Livingston. Barnie Group – closes 30/06/21 [Details here](#)

Commercial and Administration Coordinator (FT), Grangemouth. Denholm Port Services – closes 18/06/21 [Details here](#)

Management Vacancies

Relief Pharmacy Manager (FT, Permanent), Scotland. Morrisons- closes 27/06/21 [Details here](#)

Woodland Nursery Manager (FT), Harburn. Wonder Woods- Simply Play- closes 24/06/21 at 9am [Details here](#)

Policy Manager- Climate Change (FT), Ingliston. National Farmers Union- closes 25/06/21 [Details here](#)

Registered Manager (FT Permanent), Livingston. Via Light of Hope Healthcare [Details here](#)

Veterinary Nursing Manager (FT Permanent), Livingston. Lamond Veterinary Clinic [Details here](#)

Leisure and Spa Manager (FT Permanent), Uphall. Macdonald Houston House- closes 30/06/21 [Details here](#)

Business Analyst, Livingston. IQVIA [Details here](#)

Team Leader (FT Permanent), Livingston. Leonard Cheshire- closes 09/07/21 [Details here](#)

Manufacturing / Production

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

Banana Ripener (FT, Permanent), Livingston. Via Nas Recruitment [Details here](#)

Machine Operator (FT, Contract), Livingston. Via Blue Arrow [Details here](#)

Production Supervisor (FT, Permanent), Broxburn. Broxburn Bottlers Ltd [Details here](#)

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

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

Wafer Fab Production Operator (FT, Permanent), Bathgate. Broadex Technologies UK Ltd [Details here](#)

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

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

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

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

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

Manufacturing Assistant- Cleanroom (FT, Permanent), Livingston. Valneva [Details here](#)

Deputy Head Process Development (FT, Permanent), Livingston. Valneva [Details here](#)

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

Facility Engineers (FT, Permanent), Livingston. Valneva [Details here](#)

Handy Person (FT, Temporary), Grangemouth. PSI Global Recruitment [Details here](#)

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

Featured Local Vacancy



Landscape & Forestry Services are seeking applications for the positions below.

Driver / Landscaper

Qualified Tree surgeon

Contact: info@landscapeandforestry.com to apply.

Hospitality Vacancies

Catering Assistant (PT), Livingston. Trust Housing – closes 22/06/21 [Details here](#)

Kitchen Porter (FT), Livingston. Wagamama [Details here](#)

General Manager (FT), Livingston. Wagamama [Details here](#)

Chef (FT), Livingston. Chiquito [Details here](#)

Experienced Team Leader (FT), Livingston. KFC [Details here](#)

Team Member (FT), Livingston. KFC [Details here](#)

Assistant Restaurant General Manager (FT), Livingston. KFC [Details here](#)

Team Leader (FT), Livingston. KFC [Details here](#)

Store manager (FT), Bathgate. Dnisi Coffee Company. Via Indeed [Details here](#)

Waiting staff (PT), Livingston. La Campana. Via indeed x4 staff [Details here](#)

Bar attendant (PT), Bathgate. Kaim Park Hotel. Via Indeed [Details here](#)

Chef and team member (FT & PT), Livingston. Sushi Daily at Asda [Details here](#)

Experienced Bar staff (F/T and P/T), Livingston. Stones Bar and grill [Details here](#)



Financial Help

Do you have debts? Are you constantly robbing Peter to pay Paul? 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** or fill in our online referral form [here](#) or email moneyandhousing@westlothian.gov.uk If you want to be more in control of your spending why not try our budgeting tool by visiting [here](#)

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

Construction Vacancies

Quality Manager (FT), Livingston. Eurofins [Details here](#)

PMO Project Manager, Livingston. Energy Assets Group [Details here](#)

Q.C. Coordinator Raw Materials (FT, Permanent), Livingston. Valneva [Details here](#)

Labourer/Trainee Installer (FT, Permanent), Livingston. KOMPAN Scotland Limited [Details here](#)

Landscaper (FT, PT, Permanent), Livingston. GDL&co [Details here](#)

Skilled Labourer (FT), Edinburgh. Logan Construction & Maintenance Group Ltd [Details here](#)

General Labourer (FT, Temporary), Edinburgh. CEIL [Details here](#)

Plant Fitter (FT, Permanent), Broxburn. Field and Forest Machinery Ltd [Details here](#)

Planner (FT, Contract – Remote) Livingston Energy Assets Group [Details here](#)

Labourer (FT, Temporary, Contract) Bellshill. ERS (Scotland) Ltd [Details here](#)

Installation Validator (FT, Permanent) Livingston. Energy Assets Group [Details here](#)

Power Planner (FT, Permanent - Temporarily remote) – Livingston. Energy Assets Group [Details here](#)

Installation Engineer (FT) - Bathgate. Invinity Energy Systems [Details here](#)

Labourer (Slinging/Banksman experience) (FT, Temporary) Bellshill. ERS (Scotland) Ltd [Details here](#)

Telehandler Operators (FT, Permanent) – Livingston. Siteforce Construction [Details here](#)

Wellbeing Workshop

The next virtual Wellbeing workshop will be delivered on **Tuesday 29th June at 10am**

If you would like to reserve a place on the workshop please call 0800 032 9768 or email a2ewellbeingteam@westlothian.gov.uk.



Wellbeing Workshop

This short course provides a taster of the 1:1 support available from the A2E Wellbeing Advisers.

It explores techniques for improving physical and emotional wellbeing allowing individuals to begin to focus on setting goals and moving forward.



Other Vacancies

Counter Fraud Specialist (FT Permanent), Livingston.
NHS National Services Scotland- closes 24/06/21
[Details here](#)

Office Junior/Administrator (FT), Grangemouth. The Hot
Tub Supercentre [Details here](#)

Administrator (PT), Broxburn. Optima Health [Details here](#)

Administrator (FT Fixed Term), Broxburn. Gordon Bow
Plant Hire – closes 09/07/21 [Details here](#)

Service Administrator (FT), Broxburn. Eastern Western
Motor Group [Details here](#)

Payroll and Finance Administrator (FT), Broxburn.
Broxburn Bottlers [Details here](#)

Customer Service Administrator (PT), Newbridge.
Scotmid Co-operative – closes 18/06/21 [Details here](#)

Administrator (FT Temporary), South Gyle. Via Blue
Arrow [Details here](#)

Inbound Customer Service Advisor (FT), Livingston. Via
Solutions Driven [Details here](#)

Shift Manager (PT), Bathgate. Lidl UK – closes 28/06/21
[Details here](#)

Repairs Administrator (FT), Bathgate/Falkirk, Link Group
Ltd – closes 20/06/21 [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 Assistant (FT, Permanent), Broxburn. Garden
Mile [Details here](#)

Warehouse Operative (FT, Temporary), Livingston. The
Best Connection Employment Group [Details here](#)

Dayshift/Backshift Operators (FT, Temporary), Livingston.
Blue Arrow [Details here](#)

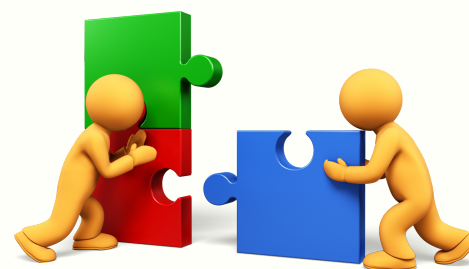
Forklift Driver (FT), Broxburn. Cordant People [Details here](#)

Cell Leader (FT) West Lothian. First Circle Packaging
[Details here](#)

Warehouse Operative (FT) Linlithgow. Meriden Media
[Details here](#)

Warehouse Cleaner (FT) Livingston. Cordant People [Details here](#)

Warehouse Operative (FT, Permanent), Livingston.
Paterson's Shortbread [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

