

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:

Skills & Effective Job Searching

24th June, 11.00am-12.00pm

Online Interview Skills

29th June, 1.00pm-2.00pm

Wellbeing

29th June, 10.00am-12.00pm

Customer Service

1st July, 11.00am-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

Love to Ride would like to recruit a Community Engagement Manager in West Lothian.

To apply see below link:

Community Engagement Manager (PT) [Details here](#)



West Lothian
Council

There are 70 vacancies currently available in West Lothian on My Job Scotland, including:

- Workshop Foreperson
- Social Worker
- Administrative Assistant
- Builder
- Gas Engineer
- Painter
- Housing Options Officer

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

Public Sector

Workshop Foreperson (FT, Permanent), Bathgate. WLC - 30/06/21 [Details here](#)

Social Worker (FT, Fixed Term), Livingston. WLC - 04/07/21 [Details here](#)

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

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

Builder (FT, Permanent), Livingston. WLC - closes 29/06/21 [Details here](#)

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

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

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

Digital Learning Technologist (FT, Fixed Term), Armadale. WLC - 27/06/21 [Details here](#)

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

Nets Operative D (FT, Permanent), Bathgate. WLC - closes 27/06/21 [Details here](#)

Early Years Officer (FT, Permanent), East Calder. WLC - closes 27/06/21 [Details here](#)

Pupil Support Worker (PT, Permanent), Stoneyburn. 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 - (57 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](#)

Store manager (FT), Livingston. Semichem – closes 02/07/21 [Details here](#)

Customer Service (PT), Bathgate. Co-op Scot mid – closes 25/06/21 [Details here](#)

Customer Service (PT), Dedridge Livingston. Co-op Scot mid – closes 30/06/21 [Details here](#)

Customer Service (PT), Deans Livingston. Co-op Scot mid – closes 25/06/21 [Details here](#)

Customer Service (PT), East Calder . Co-op Scot mid – closes 25/06/21 [Details here](#)

Front of house and Chefs (FT and PT), Livingston. Stack and Still [Details here](#)

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

Sales Assistant (PT), Livingston. Game – closes 4/7/21 [Details here](#)

Store Assistant (FT), Livingston. Aldi [Details here](#)

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

Shift Manager (FT), Whitburn. Lidl - closes 28/06/21 [Details here](#)

Customer Assistant (FT), Broxburn. Lidl – closes 01/07/21 [Details here](#)

Customer Assistant (FT), Whitburn. Lidl – closes 30/06/21 [Details here](#)

Age 16 - 24 on Universal Credit?



****West Lothian Foodbank x 3 posts (Marketing/Warehouse & Shop Assistant)**

****Car Click Collect - Auto Mechanic Garage Hand****

****Properties 13 Ltd - Letting Co-ordinator ****

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

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

Highways Maintenance Apprentice (FT), West Calder. – closes 30/06/21 [Details here](#)

Advanced Engineer CNC Machinist Modern Apprenticeship (FT), Edinburgh. – closes 04/07/21 [Details here](#)

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

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](#)

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

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

Graduate PMO Analyst, Edinburgh. FNZ [Details here](#)

Graduate Civil Structural Engineer (Digital) – Infrastructure, Edinburgh. Arup – closes 25/06/21 [Details here](#)

Entry Level Information Technology Consultant, Edinburgh. QA Consulting [Details here](#)

Research & Policy Graduate Scheme, Edinburgh. Veea Group [Details here](#)

Science Graduate, Falkirk. Rentokil Initial [Details here](#)

Office / Admin Vacancies

- Personal Assistant (FT), Livingston.** NHS Lothian – closes 28/06/21 [Details here](#)
- CELT Administrator (FT), Broxburn.** Oatridge College – closes 29/06/21 [Details here](#)
- Admin Manager (FT), Livingston.** Via Clemence Rodgers Recruitment [Details here](#)
- National Buying Assistant (FT Fixed Term), Bathgate.** ALDI [Details here](#)
- Pension Administrator (FT Temp to Perm), Edinburgh Park.** Via Adecco [Details here](#)
- Backshift Administrator (FT), Bathgate.** Via Manpower [Details here](#)
- Customer Service Administrator (FT), Livingston.** Via Connect Appointments [Details here](#)
- Customer Coordinator (FT), Newbridge.** BenRiach Distillery [Details here](#)
- Customer Care Representative (FT), Livingston, Iron Mountain** [Details here](#)
- Customer Service – Personal Banker (FT), Livingston, RBOS** [Details here](#)
- Finance and Operations Administrator (FT), South Queensferry, Boe Gin** [Details here](#)
- Kitchen and Bathroom Showroom Manager (FT Permanent), Livingston.** Zen Kitchens and Bathrooms [Details here](#)
- Key Account Administrator (FT), Home Working/Linlithgow.** Policy Services Ltd – closes 25/06/21 [Details here](#)
- Sales Administrator (FT), Armadale.** Arnold Clark – closes 1/07/21 [Details here](#)

Management Vacancies

- Leisure and Spa Manager (FT Permanent), Uphall.** Macdonald Houston House- closes 30/06/21 [Details here](#)
- Admin Section Manager (FT Permanent), Livingston.** Asda - closes 25/06/21 [Details here](#)
- Lead Team Manager Parcel Service (FT), Livingston.** Yodel [Details here](#)
- Store Manager (FT), Broxburn.** Semichem - closes 02/07/21 [Details here](#)
- Regulatory Affairs Manager (FT Permanent), Livingston.** IQVIA [Details here](#)
- Management Opportunities (FT Permanent), Livingston.** JD Sports - closes 22/07/21 [Details here](#)
- Operations Director, Linlithgow.** Calnex Solutions [Details here](#)
- Team Leader (FT), Livingston.** Eurofins [Details here](#)

Manufacturing / Production

- Training Specialist (FT Permanent), Livingston.** Valneva [Details here](#)
- Q.C. Coordinator Raw Materials (FT Permanent), Livingston.** Valneva [Details here](#)
- Manufacturing Technician (FT Permanent), Livingston.** Via BR Recruitment [Details here](#)
- Cleaning Assistant-Cleanroom (FT Permanent), Livingston.** Via BR Recruitment [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](#)
- Machine Operator- Nightshift (FT Contract), Craigshill.** Via Blue Arrow [Details here](#)
- Production Supervisor (FT Permanent), Deans.** Via ESS Recruit [Details here](#)
- Production Operative (FT Temporary), Shotts.** Via Taskmaster [Details here](#)
- Machine – Line Operator (FT Permanent), Livingston.** JBT [Details here](#)
- Production Operative – Days (FT Permanent), Bo’Ness.** Bakkavor [Details here](#)
- Production Operative – Backshift (FT Permanent), Bo’Ness.** Bakkavor [Details here](#)
- Weekend Production Operative (FT Permanent), Bo’Ness.** Bakkavor [Details here](#)
- Inventory Control Associate (FT Permanent), Livingston.** IQVIA [Details here](#)

- Cartoning Shift Team Leader (FT Permanent), Bathgate.** Via Michael Page [Details here](#)
- Section Manager- Backshift (FT Permanent), Bo’ness.** Bakkavor [Detail here](#)

Featured Local Vacancy

TK MAXX in Livingston are seeking to recruit a Team Leader.

Click [here](#) to follow the link to apply.



Construction Vacancies

Construction Labourer (FT, Temporary), Livingston. Forth recruitment [Details here](#)

General Labourer (FT, Contract), Edinburgh. Skilled Careers [Details here](#)

Senior Construction Site Safety Inspector (FT), Edinburgh. C-MIST [Details here](#)

Fitter (FT, Permanent), Edinburgh. GAP Group [Details here](#)

Bridge Inspector, Motherwell. Amey [Details here](#)

Apprentice (Construction Building Services) Edinburgh. Mitie [Details here](#)

Recycling Operative (FT, Permanent), Bathgate. Total Recycling Scotland [Details here](#)

Driver/Labourer (FT, Permanent), Edinburgh. 7plus7 Construction Ltd [Details here](#)

Asset Officer (FT, Permanent), Livingston. Link Group Limited - closes 05/07/2021 [Details here](#)

Electrician (FT, Permanent), Falkirk. Link Group Limited - closes 04/07/2021 [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.

West Lothian Foodbank

If you would like to find out how to access your local foodbank please contact the link [here](#)



Hospitality Vacancies

Catering assistant (PT, Temporary), Livingston Mal Café via Indeed [Details here](#)

Catering Assistant (FT), Livingston. NHS St John's Hospital - closes 2/7/21 [Details here](#)

Domestic Assistant (FT), Livingston. NHS St John's Hospital - closes 1/7/21 [Details here](#)

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

Chief Chicken Cooker (FT), Livingston. KFC [Details here](#)

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

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

Lecturer Hospitality (FT), Livingston. West Lothian College [Details here](#)

Front of house and Bar staff (FT and PT), Kirknewton. Hickory via Indeed [Details here](#)

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

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

General Manager(F/T) Livingston. Wagamama Via The Caterer [Details here](#)

Chefs and Front of House (FT and PT). Livingston. Gather and Gather [Details here](#)

Barista Maestro(F/T), Livingston. Costa Coffee [Details here](#)

Lecturer Hospitality (FT), Livingston. West Lothian College [Details here](#)

Skills for Business Workshop

Do you know a young person who has been considering self-employment? The Skills for Business Programme might be a great starting point for them to get their idea off the ground

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

SKILLS FOR BUSINESS PROGRAMME

Skills for Business is a programme for young entrepreneurs currently affected by unemployment but with a passion for future business success.

If you have a business idea and have ever wondered what it would be like to be your own boss, then Skills for Business could be just the starting point for you.

Dedicated Coach

Business Planning

Specialist Training

Grant Funding

Criteria

- Aged between 16 and 24
- Currently unemployed/underemployed, about to leave school or at risk of redundancy
- Must attend a virtual session with a business adviser to assess the viability of the business idea
- Must be able to commit to milestone meetings and attend a series of recommended webinars over the course of the programme

Delivered as part of the Young Person's Guarantee Scheme

For more information about how to register you can contact us at:
bgateway@westlothian.gov.uk

Other Vacancies

Onsite Coordinator (FT Temp), Livingston. Via Stafforce
[Details here](#)

Group Account Executive (FT), Livingston. Sky [Details here](#)

Volunteer Coordinator (FT Fixed Term), Scotland/NI. Blind Veterans UK – closes 28/06/21 [Details here](#)

Finance and Admin Officer (FT Fixed Term), Home Based/Edinburgh. Zero Tolerance – closes 2/07/21 [Details here](#)

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

Workshop Administrator (FT), Broxburn. Northgate Vehicle Hire [Details here](#)

Office Manager (FT), Home Working/Livingston. Henbury Ltd [Details here](#)

Office Administrator (FT), Linlithgow. DB Group [Details here](#)

Senior Administrator (FT), Broxburn. Gordon Bow Plant Hire – closes 2/7/21 [Details here](#)

Fitness Manager (FT), Livingston. Bannatynes- closes 03/07/21 [Details here](#)

Electrical Sales Manager (FT Permanent), Livingston
[Details here](#)

Shift Manager- Backshift (FT Permanent), Bo'ness. Bakkavor [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), Bathgate. Amazon via Adecco
[Details here](#)

Warehouse Logistic Assistant (FT, Permanent), Bathgate. Aldi [Details here](#)

Warehouse Operative (FT, Permanent), Livingston. Alliance Automotive – closes 18/07/21 [Details here](#)

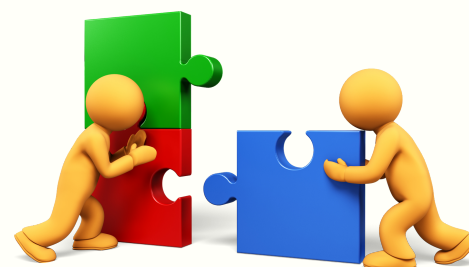
Parcel Sorter/Warehouse Operative (FT, Temporary), Newbridge. Sure Recruitment Group [Details here](#)

Warehouse Operative (FT, Permanent), Livingston. Burton's Biscuit [Details here](#)

Warehouse Operative (FT, Temporary), Motherwell. Pertemps Recruitment [Details here](#)

Warehouse Assistant (FT), Edinburgh. Wolseley – closes 01/07/21 [Details here](#)

Backs Warehouse Operative (FT, Permanent), Livingston. DX Network Service – closes 10/07/21 [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

