

# 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:

### Customer Service

1st July, 11.00am - 12.00pm

### CV Preparation

6th July, 11.00am - 12.00pm

### Skills & Effective Job Search

8th July, 11.00am - 12.00pm

### Online Interview Skills

13th July, 1pm - 2pm

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

## Energy Advice

Are you struggling to pay your gas and electricity, or do you have an issue with your current fuel supplier? The advice shop has an energy advice team who can provide advice and assistance with this.

If you would like advice on saving money on your energy bills, need help with dealing with fuel debt or would like to have a chat with the energy team, you can call the advice shop on:

01506 283000 and choose option 4 or e-mail the energy team at [energy.advice@westlothian.gov.uk](mailto:energy.advice@westlothian.gov.uk)

Although we are not currently meeting face to face, we can still give you advice over the telephone and if required, we can meet via video link. You can request to meet the energy team by video link [here](#)



West Lothian  
Council

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

- Workshop Foreperson
- Justice Assistant
- Plumbers
- Telecare Operatives
- Administrative Assistant
- Driver Labourer
- Supply Cook/Assistant Cook

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

## Public Sector

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

Justice Assistant (PT, Fixed Term), Livingston. WLC - closes 07/07/21 [Details here](#)

Plumbers (FT, Permanent), Livingston. WLC - 18/07/21 [Details here](#)

Home Safety Telecare Operatives (FT, Fixed Term), Livingston - closes 16/07/21 [Details here](#)

Administrative Assistant (FT, Fixed Term), Bathgate. WLC - 04/07/21 [Details here](#)

Driver Labourer (FT, Permanent), Livingston. WLC - 09/07/21 [Details here](#)

Supply Cook/ Assistant Cook. Various Location. WLC - 31/12/21 [Details here](#)

Clerical Assistant (PT, Permanent), Livingston. WLC - closes 04/07/21 [Details here](#)

Group Facilities Manager (FT, Permanent), Livingston. WLC - closes 04/07/21 [Details here](#)

Community Care Coordinator (FT, Permanent), Bathgate. WLC - closes 04/07/21 [Details here](#)

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

Supply Care Home Domestic, Various Location in West Lothian. WLC - closes 31/12/21 [Details here](#)

Supply Social Care Support Worker, various location in West Lothian. WLC - closes 31/12/21 [Details here](#)

# 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](#)



## Graduate Vacancies

Audit Assistant Graduate (FT), Edinburgh. RSM – closes 30/07/21 [Details here](#)

Tax Assistant Graduate (ATT/CTA/ACA), Edinburgh – RSM – closes 30/07/21 [Details here](#)

Field Sales Executive (Temporary to Permanent) – Halco Products (OK Vape) – located within your local area – closes 05/07/21 [Details here](#)

Characterisation Process Engineer (FT), Livingston. Shin Etsu Handotai Europe Ltd – closes 16/07/21 [Details here](#)

Graduate Software Test Consultant (FT), Glasgow. FDM – closes 04/08/21 [Details here](#)

Graduate Technical Operations Consultant (FT), Glasgow. FDM – closes 04/08/21 [Details here](#)

Milwaukee Field Marketing Executives – Graduate Leadership Programme (FT) UK Wide. TTI – closes 11/07/21 [Details here](#)

Graduate Recruitment Consultant (FT), Edinburgh. TEK Systems – closes 31/12/21 [Details here](#)

Production Support Graduate Programme (FT). UK wide. Mthree – closes 31/08/21 [Details here](#)

Technical Graduate (FT, Fixed Term), Edinburgh & Glasgow. CGI – closes 31/07/21 [Details here](#)

National Graduate Leadership Programme (FT), UK wide. Police Now – closes 31/07/21 [Details here](#)

Graduate Technical Consultant (FT), Glasgow. FDM – closes 04/08/21 [Details here](#)

Graduate Recruiter (FT), Glasgow. deVere Group [Details here](#)

Graduate Consultant – Cultural Heritage & Archaeology. Glasgow/Edinburgh. WSP UK [Details here](#)

Business Graduate (FT), Paisley. RecruitmentIQ [Details here](#)

Graduate Engineer 2021 (FT), Glasgow. GallifordTry [Details here](#)

Network Graduate – Depot Management Development Programme (FT), Motherwell. [Details here](#)

## West Lothian Council's

### Graduate Work Experience Programme

Are you a recent graduate who lives in West Lothian? Age 24 or under? Click on the links below to apply!

Graduate Work Experience Programme - **Marketing Specialist**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Community Engagement**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Environmental Specialist**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Youth Participation**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Data Analyst**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

Graduate Work Experience Programme - **Digital Marketing**, (FT, Fixed Term), Livingston. WLC - closes 14/07/21 [Details here](#)

## Apprenticeships

Digital Support Apprentice (FT), West Calder. – closes 14/07/21 [Details here](#)

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

Mechanical Maintenance Technician Modern Apprenticeship (FT), Livingston. Shin- Etsu - closes 30/07/21 [Details here](#)

Electrical Maintenance Technician Modern Apprenticeship (FT), Livingston. Shin- Etsu - closes 30/07/21 [Details here](#)

Parts Apprentice (FT), Airdrie. Fleet Factors Ltd – closes 14/07/21 [Details here](#)

Travel consultant Modern Apprenticeship (FT), Falkirk. Hays Travel – closes 27/07/21 [Details here](#)

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

Production Team Member (FT), Bathgate. Genius – closes 01/09/21 [Details here](#)

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

Apprentice Heating Engineer (FT) - Central Belt. Everwarm (Part of the Sure serve Group) [Details here](#)

## Office / Admin Vacancies

**Administrator (FT), Work from home. West Lothian office. Via Murray Recruitment** [Details here](#)

**Backshift Administrator (FT), Livingston. Via Search Recruitment - closes 23/07/21** [Details here](#)

**Claims Coordinator (FT), Bathgate. Everwarm** [Details here](#)

**Fleet Coordinator (FT), Bathgate. Everwarm** [Details here](#)

**Sales Administrator (FT Temporary), Bathgate. Via Escape Recruitment** [Details here](#)

**Programme Administrator (FT Fixed Term), Edinburgh. Blackwood Care Homes - closes 12/07/21** [Details here](#)

**Communications and Digital Assistant (FT), Remote Working. Dartington Service Design Lab - closes 28/07/21** [Details here](#)

**Sales Administrator (FT), Armadale. Arnold Clark - closes 1/07/21** [Details here](#)

**Telephone Adviser (PT), Home working/Edinburgh. Age Scotland - closes 13/07/21** [Details here](#)

**International Projects Coordinator (FT), Home Working/Edinburgh. 2050 Climate Group - closes 13/07/21** [Details here](#)

**Stakeholder Engagement Admin (FT), Home Working/Edinburgh/Glasgow. Alzheimer Scotland - closes 5/07/21** [Details here](#)

**Administrator/Project Assistant (FT Fixed Term), Remote Working/Travel. Film Scotland - closes 4/07/21** [Details here](#)

**Membership Coordinator (PT Fixed Term), Polbeth. WLSN - closes 5/07/21** [Details here](#)

## Management Vacancies

**Store Manager (FT), Broxburn. Semichem - closes 02/07/21** [Details here](#)

**Management Opportunities (FT Permanent), Livingston. JD Sports - closes 22/07/21** [Details here](#)

**Technical Project Manager, Livingston. Octagon Group** [Details here](#)

**General Manager (FT), Livingston. DS Smith** [Details here](#)

**Executive Recruiting Sourcer (FT), Bathgate. Catalent** [Details here](#)

**Associate Laboratory Project Set Up Manager (FT), Livingston. IQVIA** [Details here](#)

**Clinical Project Manager/ Senior Clinical Project Manager- Central Nervous System (FT), Livingston. IQVIA** [Details here](#)

**Clinical Project Manager/ Senior Clinical Project Manager- All Therapeutic Areas (FT), Livingston** [Details here](#)

**Global Clinical Project Manager/ Senior Clinical Project Manager- Immunology and Woman's Health** [Details here](#)

## Manufacturing / Production

**Machine Operator- Nightshift (FT Contract), Craigshill. Via Blue Arrow** [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](#)

**Manufacturing Process Technician (FT Permanent), Livingston. Valneva** [Details here](#)

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

**Production Operator (FT Temporary), Seafield. Via Brightwork Recruitment** [Details here](#)

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

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

**Production Operative (FT Temporary), Bathgate. Via Red Rock Partnership** [Details here](#)

**Manufacturing Assistant (FT Permanent), Livingston. Via FPSG Recruitment** [Details here](#)

**Bottling Operator (FT Contract), Broxburn. Via connect Appointments** [Details here](#)

## Featured Local Vacancy

**Genius Food** in Bathgate are seeking to recruit various team members including:

- Product Creator
- Production Team Member
- Dispatch Team Member



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

## Construction Vacancies

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](#)

Garden Room Installer/Joiners Mate/Skilled Labourer (FT, Permanent) Edinburgh. Scottish Garden Rooms [Details here](#)

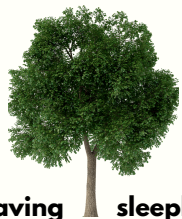
Trainee Construction Surveyor (Full training given) (FT, Permanent), Falkirk. Rise Technical Recruitment Limited [Details here](#)

Construction Labourer (FT, Contract, Permanent) Edinburgh. Cadet Concrete Systems [Details here](#)

Skilled Labourer (FT, Permanent), Edinburgh. Keystone Preservation [Details here](#)

Roofer - Livingston. Checkatrade [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](mailto: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

We know that anyone can reach crisis point & WL Foodbank are here to help when that happens.

If you would like to find out how to access your local foodbank please contact the link [here](#) or call the Advice Shop (01506 283000) or Citizens Advice Bureau (01506 432977)



## Hospitality Vacancies

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](#)

Grill Chef (FT), Livingston. Beefeater Deer Park - closes 13/07/21 [Details here](#)

Assistant Manager (FT), Livingston. Hot Flame Apply by sending CV to [hotflame@gmail.com](mailto:hotflame@gmail.com)

Front of House (FT and PT), Livingston. Hot Flame Apply by sending CV to [hotflame@gmail.com](mailto:hotflame@gmail.com)

Assistant Manager (FT), Livingston. Pizza Express - closes 04/07/21 [Details here](#)

Pizza Chef (FT), Livingston. Pizza Express - closes 31/08/21 [Details here](#)

Catering Assistant (PT Temp) Livingston. Mal Café. Via Indeed [Details here](#)

Bar Team Member (PT), Bathgate. Ballencrieff - closes 06/07/21 [Details here](#)

Bar Tender (PT), Livingston. Chiquito [Details here](#)

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

Duty Manager (FT), Newbridge. Premier Inn - closes 19/07/21 [Details here](#)

Breakfast chef (PT), Bathgate. Premier inn - closes 08/07/21 [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 [gateway@westlothian.gov.uk](mailto:gateway@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

SKILLS FOR BUSINESS PROGRAMME

West Lothian

Delivered as part of the Young Person's Guarantee Scheme

For more information about how to register you can contact us at:  
[gateway@westlothian.gov.uk](mailto:gateway@westlothian.gov.uk)



## Other Vacancies

Bookkeeper (PT), Bathgate. Dunamis Pharmacy [Details here](#)

Site Administrator (PT), Livingston. Wyman-Gordon Ltd [Details here](#)

Pensions Administrator (FT Fixed Term), Rosyth. NRL [Details here](#)

Stock Administrator (FT Temporary), Newbridge. Via Manpower Group [Details here](#)

Seasonal Sales Team Member (PT), Livingston. Clarks Shoes – closes 02/07/21 [Details here](#)

Sales Advisor (PT), Livingston. New Look – closes 04/08/21 [Details here](#)

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

Operations Customer Assistant (PT), Broxburn. Dobbies Garden Centre – closes 25/07/21 [Details here](#)

Operations Expert (FT), Broxburn. Dobbies Garden Centre – closes 25/07/21 [Details here](#)

Senior Clinical Project Manager- Real World Evidence, Livingston/ Remote Working. IQVIA [Details here](#)

Clinical Project Manager/ Senior Clinical Project Manager- Internal Medicine [Details here](#)

Experienced Site Activation Manager (FT), Livingston. IQVIA [Details here](#)

Associate Site Activation Manager (FT), Livingston. IQVIA [Details here](#)

Clinical Project Manager, Cardiovascular Renal Metabolic (FT), Livingston. IQVIA [Details here](#)

Associate Clinical Project Manager, Cardiovascular Renal Metabolic (FT), Livingston. IQVIA [Details here](#)

Senior Communications Manager (FT), Livingston. Sky [Details here](#)

Supply Chain Logistics Manager (FT), Livingston. Xerox [Details here](#)

Business Development Manager (FT Permanent), Central Scotland. International Workplace Group [Details here](#)

Building & Operations Manager (FT Permanent), Livingston. Utopian Professional Recruitment [Details here](#)

Assistant Distillery Manager (FT Permanent), Livingston. Nine Twenty [Details here](#)

Data Quality Manager (FT Permanent), Remote Working. JISC [Details here](#)

Real Estate Systems Manager (FT Permanent), Livingston. Schuh [Details here](#)

## Other Vacancies

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

HR Administrator (FT), Livingston, Amberstone Security [Details here](#)

Administration and Clerical Officer (PT), Livingston. NHS Scotland – closes 7/07/21 [Details here](#)

Administrator (FT), Livingston. Clancy Group [Details here](#)

On Call Customer Service Assistant (PT), Livingston. BOS/Lloyds Group – closes 6/07/21 [Details here](#)

Event Coordinator (FT), Home Working/Bathgate. Fitwise Management Ltd – closes 7/07/21 [Details here](#)

Portfolio Valuations Administrator (FT), Home Working/Linlithgow. Policy Services Ltd – closes 2/07/21 [Details here](#)

General/Course Administrator (FT), Home Working. CST Training [Details here](#)

Finance/Office Administrator (FT Fixed Term), Livingston. Pentland Brands [Details here](#)

Office Clerk (FT), Livingston. DHL Parcel [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 - click [here](#)

Civil Service jobs - click [here](#)

Tesco Careers - click [here](#)



## Retail Vacancies

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

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

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

**Sales Assistant (PT), Livingston. Card Factory – closes 11/07/21** [Details here](#)

**Sales Assistant (PT), Livingston. One Below – closes 16/07/21** [Details here](#)

**Supervisor (FT), Livingston. One Below – closes 16/07/21**  
[Details here](#)

**Store Manager (FT), Livingston. Pavers Shoes – closes 08/07/21** [Details here](#)

**Merchandiser (PT) Livingston. UK Greeting card – closes 8/09/21** [Details here](#)

**Customer Service Assistant (PT), Bathgate. Scotmid-Co-op – closes 10/07/21** [Details here](#)

**Customer Service Assistant / Home Delivery Driver (FT) Armadale. Scotmid Coop – closes 10/07/21** [Details here](#)

**Customer Service Assistant (FT), Whitburn. Lidl – closes 08/07/21** [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](mailto:access2employment@westlothian.gov.uk) –  
Quote: Parent

## Warehouse Vacancies

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

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

**General Warehouse/Office Operative (FT, Permanent), Livingston. Small Pet Select Ltd** [Details here](#)

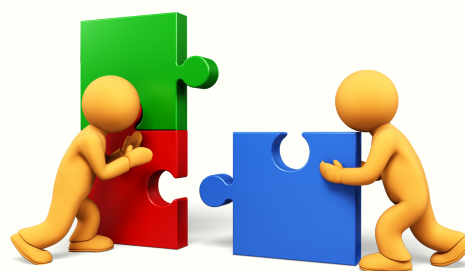
**Warehouse Operative PM Shift (FT), Motherwell. LIDL UK – closes 08/07/21** [Details here](#)

**Warehouse Operative Night Shift (FT), Motherwell. LIDL UK – closes 08/07/21** [Details here](#)

**Warehouse Logistics Assistant Night Shift (Fixed Term), Bathgate. ALDI** [Details here](#)

**Warehouse Colleague (FT, Permanent), Livingston. DHL – closes 06/07/21** [Details here](#)

**Packers (FT, Temporary), Livingston. Via Blue Arrow** [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](mailto:access2employment@westlothian.gov.uk)



[Book an appointment](#) online

Register for the Vacancy Bulletin [here](#)

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



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