

VACANCY BULLETIN

Employment Workshops - Online!

Join any of our **Access2Employment** workshops to give you the confidence and skills to successfully find and apply for job vacancies and to succeed in an interview.

Our dedicated advisers will help you every step of the way in a friendly and supportive environment.

Customer Service

11th November, 1pm - 2pm

CV Preparation

16th November, 1pm - 2pm

Online Interview Skills

18th November, 1pm - 2pm

LinkedIn

23rd November, 1pm - 2pm

Transferable Skills

25th November, 1pm - 2pm



“I help to look after people and there’s no better job in the world”

Angela, 25,
Care Worker
from Bathgate



Care jobs in West Lothian

- Competitive salary
- Work in your local area
- Flexible hours & permanent jobs
- Pension scheme & other benefits
- There are no SVQ qualifications required to apply
- We will support you in gaining vocational qualifications whilst you work



Apply here: westlothianhscsp.org.uk/jobs
or search care jobs West Lothian



West Lothian Council

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

- Family Support Worker
- Procurement Officer
- Plasterer
- Mental Health Officer
- Customer Service Assistant
- Cook

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

Public Sector

Family Support Worker - Mental Wellbeing (FT Fixed Term), Bathgate. WLC - closes 18/11/21 [Details here](#)

Class Teacher (PT Fixed Term), Livingston. WLC - closes 21/11/21 [Details here](#)

Community Planning Officer (FT Permanent), Livingston. WLC - closes 17/11/21 [Details here](#)

Teacher - Support for Learning (FT Fixed Term), Livingston. WLC - closes 21/11/21 [Details here](#)

Economist (FT Permanent), Livingston. WLC - closes 17/11/21 [Details here](#)

Open Space Officer (FT Fixed Term), Bathgate. WLC - closes 14/11/21 [Details here](#)

Customer Service Centre Adviser (PT & FT Fixed Term), Livingston. WLC - closes 17/11/21 [Details here](#)



Livingston Designer Outlet currently has over 70 vacancies in various sectors.

They are hosting an evening roaming career event which will involve visiting the Guest Services Desk and obtaining a list of stores looking to recruit along with a mall map.

The event is running on 11th November from 4.30pm - 7.30pm

Support N2Work Drop In Session

Access2Employment will be hosting an online **Drop-In Session** on Thursday 18th November.



Employability Advisers will be available between **11:00 – 12:30** to answer any queries and offer employment education or training advice.

You can access this Drop-In Session by clicking [here](#).

Apprenticeship & Graduate Opportunities



For Information on Apprenticeship vacancies, check the Apprenticeship.scot website [here](https://www.apprenticeship.scot)

For Information on Graduate vacancies, check the Prospects.ac.uk website [here](https://www.prospects.ac.uk)

Age 16 - 24 on Universal Credit?



There are a number of jobs available in West Lothian & the surrounding areas if you are currently aged between 16 - 24 years and in receipt of Universal Credit.

Company - CM Gates Barriers, Polbeth

Role: Trainee Gate Installer - 25 hrs

Company - Thistle Gem Ltd, Livingston

Role: Warehouse - 25 hrs

Company - Clarus Networks Ltd, Livingston

Role: Stock Room Assistant, 37 hrs

Company - The British Red Cross Society

Role: Customer Service Assistant Mobility Aids - 30 hrs (£8.90 per hrs)

Company - Homespring Ltd, Bathgate

Role: Warehouse Driver Assistant, 32 hrs

Company: DWP Kickstart Scheme, Livingston

Role: Helpdesk Assistant (M-F 9 - 5.30) NMW

Please contact your jobcentre work coach or visit the DWP website [here](https://www.dwp.gov.uk)

Alternatively email stepsn2work@westlothian.gov.uk for any application guidance or support.

****Positions available via the kickstart scheme will provide training opportunities****



Employment support for young people

Looking for employment?
16 to 24 years old?

A resident of West Lothian?

Access2employment offer one to one appointments with specialised Employment Advisers to support you with:

- Job searching
- CV preparation
- Application support
- Interview skills
- Career advice
- Goal setting



Graduate Vacancies

Graduate Procurement Project Specialist (FT), Edinburgh. 1st Executive Ltd [Details here](#)

Graduate Sales Advisor (FT), Edinburgh. Atlas Promotions Ltd [Details here](#)

Commercial and Sales Graduate Programme (FT), UK & Europe. DCC – closes 11th November 2021 [Details here](#)

Graduate Business Management Scheme (FT), Edinburgh. Clece Care Services [Details here](#)

Graduate Civil and Structural Engineer (FT), Edinburgh. RSK [Details here](#)

Cyber Security Graduate Scheme (FT), UK, Europe. Liberty Global [Details here](#)

Medical Writer PhD Graduate Role (FT), Glasgow. Ashfield Health [Details here](#)

Graduate Software Engineer (FT), Glasgow. Zorba Consulting [Details here](#)

Graduate Recruitment Consultant (FT), Glasgow. Bettingjobs.com [Details here](#)

Graduate Quantity Surveyor (FT), Newbridge. Clark Contracts [Details here](#)

Apprenticeships

Modern Apprentice Trainee Chef, Edinburgh. The Dome – closes 1/12/2021 [Details here](#)

Digital Administration Support Apprentice, Edinburgh. Bennett's Scotland Ltd - closes 30/12/2021 [Details here](#)

Front of House Customer Service Assistant, Edinburgh. Pure Spa and Beauty – closes 30/11/2021 [Details here](#)

Modern Apprentice Assistant Manager, Livingston. Subway – closes 20/11/2021 [Details here](#)

Apprentice Warehouse Person, Livingston. Howdens – closes 17/11/2021 [Details here](#)

Apprentice Travel Consultant, Livingston. Hays Travel - closes 13/12/21 [Details here](#)

Modern Apprentice Vehicle Paint, Kirknewton. David Philip Commercials – closes 30/11/2021 [Details here](#)

Modern Apprentice IT Support Engineer, Livingston. The Logic IT Solutions – closes 26/11/21 [Details here](#)

Apprentice Childcare Assistant, Bathgate. Carousel Training - closes 06/12/21 [Details here](#)

Graduate Apprenticeship Civil Engineer, Edinburgh. Atkins Ltd – closes 21/11/21 [Details here](#)

Business Graduate Apprentice, Edinburgh. Leonardo- closes 13/03/22 [Details here](#)

Management Vacancies

Duty Manager, Livingston. Xcite Craigswood
[Details here](#)

Relationship and Engagement Manager (FT), Home working/Edinburgh. Amiquis
[Details here](#)

Laboratory Project Services Manager (FT), Home working/Livingston. IQVIA
[Details here](#)

Store Manager (FT Permanent), Livingston. Muffin Break
[Details here](#)

Project Manager/Coordinator (FT), Uphall. Ekco Kitchens and Bathrooms [Details here](#)

Management Trainee (FT Permanent), Livingston. Schuh
[Details here](#)

Business Manager (FT Fixed Term), Livingston. NHS Lothian-closes 25/11/21 [Details here](#)

Trainee Account Manager (FT Permanent), Linlithgow. DB Group (Europe) Ltd [Details here](#)

Assistant Store Manager (FT Permanent), Livingston. Guess
[Details here](#)

Drive-Thru Shift Manager (FT Permanent), Livingston. Starbucks [Details here](#)

Office / Admin Vacancies

HR Administrator (FT Fixed Term, Livingston. Sky TV
[Details here](#)

Business Administrator (FT), Livingston. Howdens - closes 15/11/21 [Details here](#) - no longer available

Payroll Assistant (FT), South Queensferry. Dakota Hotel
[Details here](#)

Recruitment Coordinator (FT), Bathgate. Catalen
[Details here](#)

Helpdesk Compliance Coordinator (FT Temporary), Newbridge. via Eden Brown
[Details here](#)

Receptionist (FT), Ingliston. Amaris Hospitality - Closes 5/12/21
[Details here](#)

Administrator (FT Temporary), Bathgate. Via NAYR Recruitment [Details here](#)

Administrator (FT Temporary), Newbridge. Via Taskmaster
[Details here](#)

Schools Coordinator (PT), Home Based. NSPCC - closes 15/11/21
[Details here](#)

Senior Service Co-ordinator (FT), Bathgate. Cyrenians OPAL - Closes 15/11/21 [Details here](#)

Counselling Wellbeing Administrator (PT), Livingston. Bridge Counselling - closes 19/11/21 [Details here](#)

Information Point Assistant (PT), Livingston. West Lothian College - closes 15/11/21 [Details here](#)

Helpline Coordinators (PT), Home Based. Cruse Bereavement Care - closes 22/11/21
[Details here](#)

Construction Vacancies

Plasterer (FT), Livingston. West Lothian Council - closes 31/12/21 [Details here](#)

Plumber (FT), Bathgate. Link Property - closes 15/11/21
[Details here](#)

Steelfixer (FT), Edinburgh. Trueform CS - closes 22/11/21
[Details here](#) - link does not work

Labourer / Van Driver (FT), Edinburgh. PRS Scotland - closes 28/11/21 [Details here](#) - service unavailable

Healthcare - closes 26/11/21 [Details here](#)

Builder (FT), Livingston. West Lothian Council - closes 30/11/21
[Details here](#)

Plumbers (FT), Livingston. West Lothian Council - closes 14/11/21 [Details here](#)

Joiner (FT), Livingston. West Lothian Council - closes 30/11/21
[Details here](#)

Plumbing & Heating Engineer (FT), Broxburn. Hometech Heating & Plumbing Ltd [Details here](#)

Service Technician (FT), Livingston. Sunbelt Rentals UK - closes 26/11/21 [Details here](#)

Maintenance Engineer Mechanical (FT), Livingston. [Details here](#)

Electrical Project Engineer (FT), Livingston. WGM Engineering
[Details here](#)

Warehouse Vacancies

Warehouse Operative - Festive Temps (FT, Temporary), Livingston. Tesco - closes 14/11/21
[Details here](#)

Warehouse Operative (FT& PT Permanent), Livingston. Tesco - closes 14/11/21 [Details here](#)

Labourers - Yard Operatives - Warehouse Operatives (Temporary), Livingston. Drive Hire Group Service Ltd
[Details here](#)

Nightshift Warehouse Pickers (Temporary), Broxburn. Drive Hire Group Service Ltd
[Details here](#)

Warehouse Operative - Outbound (PT), Livingston. Yodel
[Details here](#)

Warehouse Operator (FT), Bathgate. Catalent - closes 15/11/21
[Details here](#)

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

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

Labourer / Van Driver (FT), Edinburgh. PRS Scotland - closes 28/11/21 [Details here](#)

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

Manufacturing/Production

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

Production Operative (FT Permanent), Livingston. Option A
[Details here](#)

Production Operator (PT Temporary), Livingston. Hyaltech LTD
- closes 15/11/21
[Details here](#)

Production Operator (FT Permanent), Livingston. Flexible
Surface Technology - closes 19/11/21 [Details here](#)

Production Operator (FT Permanent), Bathgate. Connect
Appointments - closes 21/11/21 [Details here](#)

Bottling Hall Operative (FT Temporary), Broxburn. Connect
Appointments - closes 21/11/21 [Details here](#)

Sortation Operative (FT Temporary), Bathgate. Key Personnel
- closes 20/11/21 [Details here](#)

Semi skilled Operator (FT Contract), Livingston. Cordant
People - closes 24/11/21
[Details here](#)

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

Production Operator (FT Temporary), Livingston. STEM
Recruitment [Details here](#)

General Production Operator (FT Permanent), Bathgate. Smith
and Frater [Details here](#)

Production Operative (FT Permanent), Linlithgow. Campbell's
Prime Meat [Details here](#)

Care Sector Vacancies

Weekend Care Assistant (PT) Livingston, Home Instead –
closes 30/11/2021 [Details here](#)

Care Assistant (FT) Whitburn, Cera Care Ltd – closes 8th Dec
2021 [Details here](#)

Live-In Care Assistant, (PT) East Calder, The Good Care Group
[Details here](#)

Residential Care Officer (FT), West Lothian, Randstad Care
[Details here](#)

Personal Assistant (FT&PT) West Lothian, Enable Scotland
[Details here](#)

Support at Home Care Workers - Community Based, (PT 25
hours) West Lothian Council – closes 31/12/21 [Details here](#)

Social Care Support Workers x7, (FT) Various Locations, West
Lothian Council – closes 31/12/21 [Details here](#)

Care Assistant, (FT & PT) Across West Lothian, Call-In
Homecare Ltd [Details here](#)

Family Support Worker x 3 (FT) Bathgate Partnership Centre,
West Lothian Council – closes 18/11/21 [Details here](#)

Support Worker (FT) The Action Group, Livingston, West
Lothian Council – closes 6/12/21 [Details here](#)

Hospitality Vacancies

Various Hospitality Positions (FT and PT), Livingston.
Mercure Hotel [Details here](#)

Assistant Manager (FT), Livingston. Chiquito
closes – 30/11/21 [Details here](#)

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

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

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

Front of house manager (FT), Livingston. Wagamama
[Details here](#)

Front of house team leader (FT and PT), Livingston
Wagamama [Details here](#)

Supervisor (FT), Livingston. Frankie and Bennies [Details here](#)

Supervisor (FT), Livingston. Pizza Express - closes
21/11/2021 [Details here](#)

Kitchen team (PT), Livingston. Pizza Express - closes 21/11/21
[Details here](#)

Kitchen Assistant (FT), Broxburn. Dobbies Livingston - closes
17/11/21 [Details here](#)

Retail Vacancies

Home, Gift and Seasonal Customer Advisor (FT) Broxburn.
Dobbies Livingston closes – 28/11/21 [Details here](#)

Department Manager- Home, Gift and Seasonal (FT),
Broxburn. Dobbies Livingston closes – 23/11/21 [Details here](#)

Performer – Santa (PT Temp), Broxburn. Dobbies Livingston
closes 15/11/21
[Details here](#)

Various Retail Positions (FT and PT) , West Lothian. Home
Bargains [Details here](#)

Various Retail Positions (FT and PT), West Lothian. Iceland
Stores [Details here](#)

Various Pharmacy roles (FT and PT), West Lothian. Boots the
Chemist [Details here](#)

Supervisor (FT) Livingston. Costa Coffee
[Details here](#)

Retail Stores Team Management (FT Fixed), Livingston.
Morrisons [Details here](#)

Home delivery Drivers (PT), Livingston. Morrisons closes -
14/11/21 [Details here](#)

Florist (FT & PT), Livingston. Morrisons - closes 14/11/21 [Details here](#)

Customer Assistant (PT), Livingston. Vue Cinema [Details here](#)

Various Retail Posts (FT and PT) , West Lothian. FarmFoods
[Details here](#)

Cleaning Assistant (PT), Livingston. The Range - closes
26/11/21 [Details here](#)

Various Vacancies

Self Employed Delivery Driver, (FT), Rocket Delivery, Deans. To apply, please call Lorraine Cassidy on **07783339518**.

Cleaning Manager (FT), Livingston. Complete Cleaning services [Details here](#)

Cleaning Assistant (PT), Livingston. The Range [Details here](#)

Cleaner (PT), Bathgate. Sodexo [Details here](#)

Christmas Packers (FT Temporary), Livingston. Blue Arrow [Details here](#)

Production Operative (FT Temporary to Permanent), Livingston. Taskmaster Resources LTD [Details here](#)

Machine Operator (FT Permanent), Livingston. M.A.S Resourcing LTD [Details here](#)

3.5t Drivers (FT), Bellshill. Via Connect [Details here](#)

Support Worker (FT), Armadale. Hanover Scotland [Details here](#)

Youth Workers (PT), Edinburgh. Corstorphine Community Centre [Details here](#)

Community Café Development Worker (FT), Homebased. Fed Up community café [Details here](#)

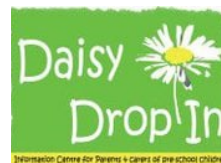
Operations Assistant (FT), Livingston. The Range Closes – 24/11/21 [Details here](#)

Sales Assistant (PT) Livingston. Savers Health, Home, Beauty [Details here](#)

Sales Associate x 2 (P/T), Livingston. Puma [Details here](#)

Featured Local Vacancy

Daisy Drop In in Livingston are seeking to recruit a new team member:



- **Playgroup Manager 30 hrs/week - term time only**
Salary: negotiable depending on experience

Apply by contacting Daisy Drop In daisydropin@hotmail.co.uk on **01506 238 998** or through Indeed [here](#)



Ion Care and Support Services are committed to supporting vulnerable adults.

We are currently looking for a **Care Assistant** (full and part time hours available).

Rate: £9.63 and mileage paid, £250 incentive after completing 6 months with company

For more information and to apply please email Kyle Orr [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](#)



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**



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 an 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 weekly jobs Vacancy Bulletin [here](#)

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