

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.

Online Interview Skills

18th November, 1pm - 2pm

LinkedIn

23rd November, 1pm - 2pm

Transferable Skills

25th November, 1pm - 2pm

Effective Job Searching

7th December, 11am - 12pm

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



West Lothian Council

There are 106 vacancies currently available in West Lothian on My Job Scotland, including:

- Early Years Officer
- Employment Development Officer
- Tree and Woodland Operatives
- Justice Assistant
- Customer Service Officer
- Service Development Officer

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

Public Sector

Employment Development Officer (FT Fixed Term), Livingston. WLC - closes 28/11/21 [Details here](#)

Housing Options Officer (FT Permanent), various in West Lothian. WLC - closes 28/11/21 [Details here](#)

Customer Service Officer (PT Permanent), Linlithgow. WLC - closes 28/11/21 [Details here](#)

Tree and Woodland Operatives (FT Fixed Term), Beecraigs Country Park. WLC - 28/11/21 [Details here](#)

Early Years Officer (FT Fixed Term), Blackridge. WLC - closes 28/11/21 [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](#)

Leisure Assistant x 2, (Permanent & Temporary), Fauldhouse Partnership Centre - closes 28/11/2021 [Details here](#)

Customer Service Officer (PT Permanent), Linlithgow Partnership Centre - closes 28/11/2021 [Details here](#)

Administrative Assistant (PT Permanent) Mid Calder Primary School - closes 28/11/2021 [Details here](#)

Caring for Jimmy from Whitburn

“This isn’t only my job...
I’m helping people to
live safely and happily”



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: westlothianhscp.org.uk/jobs
or search care jobs West Lothian

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](#).

Management Vacancies

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

Hygiene Shift Manager (FT Permanent), Bo'ness. Bakkavor [Details here](#)

Area Manager (FT). Livingston. BT Open Reach- closes 25/11/21 [Details here](#)

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

Estates and Facilities Project Manager (FT Fixed Term, Livingston. NHS Lothian- closes 17/11/21 [Details here](#)

Procurement Manager (FT Permanent), Livingston. Aceo Limited [Details here](#)

Project Manager, Livingston. GXO Logistics [Details here](#)

Business Development Manager (FT Permanent), Livingston. Improvement Service- closes 22/11/21 [Details here](#)

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

Assistant Depot Manager (FT Permanent), Newbridge. Howdens Joinery- closes 19/11/21 [Details here](#)

Project Services Set-Up Manager (FT), Livingston/Remote. IQVIA [Details here](#)

Finance Manager (FT Permanent), Livingston. Broadex Technologies UK Ltd [Details here](#)

Office / Admin Vacancies

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

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

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

Regional Relationships Coordinator (FT Fixed Term), Homebased. Blood Cancer UK – closes 1/12/21 [Details here](#)

Charity Assistant (FT), Broxburn. River Kids – closes 1/12/21 [Details here](#)

Member and Stakeholder Engagement Coordinator (PT), Homebased/Edinburgh. Edinburgh Community Health Forum – closes 19/11/21 [Details here](#)

Coorporate and Special Events Officer (FT), Homebased. SSAFA – closes 21/12/21 [Details here](#)

Helpline Coordinator x2 (PT), Homebased. Cruse Bereavement Care Scotland – closes 22/11/21 [Details here](#)

Customer Service/Sales Administrator (FT), Livingston. Empteezy Group [Details here](#)

Admin Receptionist (FT Temporary), Livingston. Via Ranstad – closes 4/12/21 [Details here](#)

Customer Service Administrator (FT), Bathgate. Menzies Distribution [Details here](#)

Community Receptionist (FT Fixed Term), Livingston. NHS Lothian – closes 24/11/21 [Details here](#)

Service Administrator (PT), Bathgate. Via T&T Healthcare [Details here](#)

Construction Vacancies

Mechanical Engineer (FT), Livingston. XPO Logistics [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](#)

General Labourer. Via Recruitment Direct UK [Details here](#)

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

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

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

Facilities Operative (PT), Broxburn [Details here](#)

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

Maintenance Manager (FT), Bathgate. Aldi Distribution Centre [Details here](#)

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

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

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

Warehouse Vacancies

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

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

Warehouse Operative (FT Permanent), Livingston. DHL – closes 26/11/21 [Details here](#)

Warehouse Shift Manager Night Shift (PT Temporary), Livingston. Tesco – closes 23/11/21 [Details here](#)

Warehouse Operative, Livingston. Tesco – closes 21/11/21 [Details here](#)

Warehouse Operative Festive Temps, Livingston. Tesco – closes 21/11/21 [Details here](#)

Festive Colleague – Nights/Twilight, Livingston. Tesco – closes 21/11/21 [Details here](#)

Warehouse Operatives, Newbridge. Drive Hire Edinburgh West [Details here](#)

Warehouse Order Picker (FT Permanent), Newbridge. [Details here](#)

Warehouse Manager (FT Permanent), Bathgate. Menzies [Details here](#)

Nightshift Warehouse Operative (FT Permanent), Livingston. DX Network Services [Details here](#)

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](#)

Age 16 - 24 on Universal Credit?



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

Linlithgow burgh Halls

Role: Trainee Venue Assistant x 2, 36 Hours

West Lothian Council

Role: Trainee Facilities Management Assistant (Schools)
36 Hours

Please contact your jobcentre work coach or visit the DWP website [here](#) for more Kickstart vacancies.

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



Heineken are hosting a Talent Event for Future Customer Service and Administration Opportunities. These events are being held on the 18th and 25th of November.

If this does interest you and you would like to apply please [click here](#)



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



For more information:
Freephone: 0800 032 9768
Email: stepsn2work@westlothian.gov.uk



Scottish Government
Riaghaidh na h-Alba
gov.scot

Graduate Vacancies

Graduate Credit Risk Assistant, Edinburgh. Eden Scot
[Details here](#)

Graduate Programme Co-ordinator (FT), Glasgow. Systal Technology Solutions – closes 22/11/2021 [Details here](#)

Biostatistician 1: 2022 Graduates, Livingston. IQVIA
[Details here](#)

Systems Engineering Graduate (FMCG / Automation / Manufacturing), Livingston. Burton Biscuits [Details here](#)

Graduate Test Engineer, Linlithgow. Rise Technical
[Details here](#)

Graduate Strategic Development Manager Remote Option, Scotland. Via Celsius Recruitment [Details here](#)

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

Graduate Building Surveyor Property Consultancy, Edinburgh. Morgan Hunt [Details here](#)

Graduate Management Scheme, Edinburgh. CCS [Details here](#)

Graduate Programme in Audit, Edinburgh. PWC - closes 30/11/2021 [Details here](#)

Graduate Project Manager 2022, Edinburgh. Stantec
[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 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](#)

Manufacturing/Production

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 [Details here](#)

Production/Machine Operator Nightshift (FT Permanent), Livingston [Details here](#)

Bottling Hall Operative (FT Contract) Ladywell [Details here](#)

Forklift Driver (FT Contract), Ladywell [Details here](#)

Batch Control Operator (FT Permanent), Livingston [Details here](#)

Assembly Operator 3 x 12 Nights (Contract), Livingston [Details here](#)

Production Operator (Temporary), Broxburn. ManPower [Details here](#)

Care Sector Vacancies

Support Worker – Care at Home (FT) Broxburn. Randstad Ltd [Details here](#)

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

Care Assistant (FT) Whitburn, Cera Care Ltd – closes 08/12/21 [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](#)

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](#)

Care Assistant (FT&PT) West Lothian. Cera Care Ltd. - closes 31/03/2022 [Details here](#)

Residential Childcare Worker (FT) West Lothian. Randstad Care [Details here](#)

Hospitality Vacancies

Barista/Coffee Shop Assistant (PT Temporary), Livingston. Dunelm - closes 31/12/21 [Details here](#)

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

Crew Member (FT), Livingston. McDonalds [Details here](#)

Overnight Crew Member (FT), Livingston. McDonalds [Details here](#)

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

Bar Team Member (Permanent), Livingston. Beefeater – closes 02/12/2021 [Details here](#)

Team Member House Keeping (Permanent), Livingston [Details here](#)

Front of House Staff (FT Permanent), Livingston. Hotflame [Details here](#)

Retail Vacancies

Stock and Trade Assistant (PT), Livingston. Dunelm - closes 31/12/21 [Details here](#)

Sales Assistant (PT), Livingston. Dunelm - closes 31/12/21 [Details here](#)

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](#)

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

Retail Assistant (FT), Livingston. Farm Foods [Details here](#)

Retail Assistant (PT), Bathgate. Farm Foods [Details here](#)

Customer Assistant (PT Fixed Term), Livingston. Morrisons - closes - 30/11/21 [Details here](#)

Customer Assistant – Home Delivery (PT Fixed Term), Livingston. Morrisons - closes 25/11/21 [Details here](#)

Customer Delivery Driver (FT), Livingston. Asda Superstore - closes – 30/11/21 [Details here](#)

Retail Associate (PT), Livingston. New Balance [Details here](#)

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

Sales assistant Seasonal (P/T), Livingston. JD Sports - closes 25/11/21 [Details here](#)

Various Vacancies

Self Employed Delivery Driver, (FT), Rocket Delivery, Deans.
To apply, please call Lorraine Cassidy on [07783339518](tel:07783339518).

Retail Assistant (FT), Livingston. The Range closes [Details here](#)

Cleaning Operative (PT), Livingston. Atalian Servest
[Details here](#)

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

House Keeping Team Member (PT), Livingston. Premier Inn
[Details here](#)

Warehouse Cleaner (PT), Livingston. Atalian Servest
[Details here](#)

House Keeping Staff (PT), Livingston. Oscars, Pizza pasta
Burgers [Details here](#)

Delivery Drivers (Temporary), West Lothian. Indeed Flex
[Details here](#)

7.5 T Driver (FT Permanent), Edinburgh. Via Search
Recruitment [Details here](#)

Nightshift 7.5T Driver (FT), Newbridge. Via Manpower -
closes 13/12/21 [Details here](#)

Class 1 HGV Driver (FT), Wishaw. Via Manpower - closes
29/11/21 [Details here](#)

Car Valet (FT Permanent), Bathgate. [Details here](#)

Cleaning Supervisor (FT Temporary), Bathgate. [Details here](#)

Store Assistant Days (PT Temporary), Armadale. Asda
[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](tel:0800 032 9768),
Email - access2employment@westlothian.gov.uk -
Quote: **Parent**

Featured Local Vacancy



Genius currently are looking for a Production Baker (various shift are available).

This position will be based at Whitehill Industrial Estate Bathgate which has good bus links.

If you would like to apply for this position please email your CV to Angela.Campbell2@westlothian.gov.uk.



COMMUNITY ACTION
BLACKBURN

Community Action Blackburn are currently recruiting for a **Project Manager**.

This position is **21 hrs/week** and fixed term until 31st March 2023.

The closing date is Monday 29th November 2021 and interviews will take place on Thursday 9th November 2021 at Blackburn Partnership centre.

If this position interests you and you would like to apply please [click 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](#)

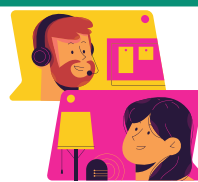
Opportunities at SKY, view info [here](#)

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

IQVIA Livingston - click [here](#)

Civil Service jobs - click [here](#)

Tesco Careers - click [here](#)



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](tel: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](#)