

Vacancy Newsletter

east lothian
works

Role: Trainee Receptionist/Secretary

Company: McInroy & Wood

Location: Haddington

McInroy & Wood is a thriving and independent private client investment management firm managing over £2.1bn worth of clients' investments, which are invested directly around the world. They are housed in purpose-built premises in Haddington, with additional offices in London and Harrogate.

Job Description: The role involves receptionist and general secretarial duties, to help ensure the smooth running of the office. This includes dealing with director and staff administration requests timeously and accurately, and ensuring that all callers, in person or on the telephone, are treated politely and professionally. This is a trainee role and full training will be given.

- Telephone call handling including effective call transfer and taking accurate and detailed messages, all in a calm and professional manner.
- Welcome visitors to the office.
- Arrange meetings; book meeting rooms and provide refreshments for guests.
- Organise travel for staff and visitors.
- Maintain registers, diaries and the visitor log book.
- Keep contact information up to date in our computer system.
- Carry out photocopying, printing and filing tasks, type letters, bind and proofread documents.
- Sort and distribute incoming mail, handle deliveries and outgoing mail.
- Assist with mailings and events.
- Order stationery.
- Other general office duties as required.

Skills & expertise required

- Team worker with a proactive, flexible approach.
- Effective communicator, verbally and in writing.
- Excellent attention to detail and ability to work to a high degree of accuracy.
- Strong organisational skills and the ability to meet deadlines and manage multiple tasks.
- Well presented with a confident, friendly and approachable manner.
- Experience of working with the public is an advantage.

For more information and how to apply follow this link [Working for McInroy & Wood \(mcinroy-wood.co.uk\)](http://www.mcinroy-wood.co.uk)

Role: Senior Facilities Assistant
Company: East Lothian Council
Location: Musselburgh/Wallyford/Innerwick

East Lothian Council is recruiting 3 x Senior Facilities Assistants based in: Musselburgh Burgh Primary School, Wallyford Primary School and Innerwick Primary School.

It is East Lothian Council's policy that successful applicants will be placed on the first point of the salary scale.

Hourly rate of pay: £10.18-£11.08

This is a 52 week non-sessional post i.e. it will include working during the school holidays

Days and Hours of Work:

Any 5 days out of 7 following a rota

08.00 until 15.30 Or 13.30 until 21.00

To start ASAP

Job Details

Assist the Facilities Co-ordinator / Area Officer with the provision of an efficient and effective integrated facilities management service within East Lothian Council/Partner premises.

Job Requirements

Relevant Qualifications:

A good general standard of education and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Driving Licence:

A full current driving licence is desirable for this post.

PVG Membership:

This post is considered as Regulated Work with vulnerable children and/or protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

All preferred candidates for posts carrying out regulated work with these groups will be required to become a PVG Scheme member, or undergo a PVG Scheme update if they are already a member, prior to any formal offer of employment being made by East Lothian Council.

To find out more and to apply please follow this link: [Search | myjobscotland](#)

Role: Groom/Yard Hand

Company: Belton Livery

Location: Dunbar

Is your dream job working with horses?

Groom/Yard Hand wanted for Belton Livery in Dunbar. Ideally looking for an experienced horse rider wanting to learn about yard management. Or someone with a passion for horses who wants to learn.

Opportunity to study for qualifications, ride horses and have some riding lessons. Applicant criteria, aged 16-24 and live in East Lothian as position is funded by East Lothian Council's Young Person Guarantee. To apply, email beltonlivery@hotmail.com and tell us about your horse riding experience and your love of horses.

35 hours per week including weekend work.

Role: Modern Apprenticeship – Business Admin (Adult Social Work)

Company: East Lothian Council

Location: Various Locations across East Lothian

2 posts available

Days and Hours of Work:

Monday-Friday, 09.00-17.00 (flexible working)

Fixed term for 18 months

To start asap

Rate of Pay

Under 18 years: £4.62 per hour

18-20 years: £6.56 per hour

21-22 years: £8.36 per hour

23+: £8.91 per hour

As part of East Lothian Council's 'Support for Employability' commitment to promote youth opportunities in the County, this post is open to those who are aged 16 – 19 and reside in East Lothian. (For those who are disabled or care-experienced, this is extended up to and including age 29). You will be asked to confirm you meet this criteria when you complete the application form.

All candidates indicating in their application that they are from a care experienced background, or have a disability are guaranteed an interview if they meet the minimum essential criteria required for the job (as per the Person Specification).

An exciting opportunity has arisen for 2 Modern Apprentices to work within our Adult Social Work Team. The successful candidates will work on a six month rotation across 3 workstream teams in 3 locations (Social Work Operational Team, Statutory and Strategic Team and Occupational Therapy and Telecare Team).

The Modern Apprenticeship will provide an opportunity to gain an insight into the work of East Lothian Council's Adult Social Work Service and to gain experience and skills in an office environment while working to achieve the SVQ Level 3 in Business & Administration. The duration of the Apprenticeship will be for a fixed term 18 month period.

Job Details

To undertake a Modern Apprenticeship Business Administration Level 3 and provide an efficient and effective clerical support within Adult Social Work.

Job Requirements

Relevant Qualifications

3 x National 4/5's or 3 x Standard Grades at General or Credit Level including Maths and English.

Disclosure

The preferred candidate for this position will be subject to a Basic Disclosure provided by Disclosure Scotland prior to a formal offer of employment being made by East Lothian Council.

To find out more and to apply please follow this link: [Modern Apprentice - Business Administration \(Adult Social Work\) - | East Lothian Council | myjobscotland](#)

Role: Graduate Intern – Corporate Finance

Company: East Lothian Council

Location: Haddington

Fixed term position for 12 months

Days and Hours of Work:

Monday-Friday, 09.00-17.00 (flexi)

To start asap

An exciting opportunity has arisen for a Graduate Intern to join East Lothian Council for 12 months working within Corporate Finance on a Purchase to Pay project. The successful candidate will be working within a new team and should possess excellent organisational and communication skills.

IMPORTANT - Criteria for Applicants

As part of East Lothian Council's 'Support for Employability' commitment to promote youth employment opportunities in the County, and with funding from the Young Person's Guarantee, the following criteria must be met by applicants applying for these posts:

Degree level qualification in a related discipline

Graduated within the past 2 years

Aged up to 24 years

Attended an East Lothian Council school or currently reside in East Lothian

You will be asked to confirm you meet this criteria when you complete the application form.

Please Note - Home Working

East Lothian Council's new Homeworking Policy, which came in to effect from 1 September, was developed for employees who wish to apply for homeworking on a contractual basis. Homeworkers will generally work all of their contracted hours at home but will be expected to attend an office base as required. This should generally not be for more than 20% of their overall contractual hours but could vary from week to week or even over a year.

For these roles, ELC are happy to support applications for contractual homeworking for those who wish to work remotely.

Job Details

To work with key internal and external stakeholders to develop systems and implement innovative and more efficient ways of supplier management a part of a project team

To find out more and to apply please follow this link: [Graduate Intern - Corporate Finance - | East Lothian Council | myjobscotland](#)

Contact:

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