

Vacancy Newsletter

8th October 2021

east lothian
works

Role: Apprentice Flooring Fitter
Company: Norman T Craig
Location: Haddington

Norman T. Craig are a family business which has been happily serving customers of Haddington and East Lothian for almost 50 years.

We supply and fit everything a house needs from a huge selection of carpets, vinyls, tiles and wood flooring to fabrics, curtains, blinds and upholstery.

The aim has always been to give our customers the best quality service from the moment you choose to use our vast expertise. At Norman T Craig we take pride in a skilful, friendly and helpful service.

We are looking for a Flooring fitter Apprentice working 35 hours a week. Due to the way this position is funded the applicant must be aged between 16-24 and be a resident of the East Lothian area.

To apply send your CV to Bryan Craig (ntc.carpets@hotmail.co.uk)

Role: Apprentice Administrative Assistant
Company: Edge Autism
Location: Musselburgh

Apprentice Administration Assistant with Edge Autism Ltd is an exciting opportunity, you must have excellent communication skills and an upbeat attitude. Apprentice Administration Assistant is to be responsible for handling clerical tasks in our office. You will be handling incoming telephone calls and other communications, greeting clients and visitors, as well as managing files, updating paperwork, updating policies and procedures and other documents, and performing other general office clerk duties and errands.

Edge Autism expects you to be professional, polite, and attentive while also being accurate. You should always be prepared and responsive, willing to meet each challenge directly. Apprentice Administration Assistant must be comfortable with computers, general office tasks, and excel and both verbal and written communication. Most importantly, you should have a genuine desire to meet the needs of others.

Part-time hours: 16 per week

Schedule: Day shift

COVID-19 considerations: We remain fully operational during the pandemic. To ensure the safety of staff, we provide masks, gloves, and hand sanitizer.

[Edge Autism](#)

Role: Animal Care Assistant
Company: Dunedin Veterinary Centre
Location: Tranent

Animal Care Assistant (ACA) required by Dunedin Veterinary Centres, for our busy Tranent veterinary clinic. Applicants with suitable experience are preferred but training will be provided. This position has unexpectedly been re-advertised. Previous applicants are welcome to reapply.

You will be empathetic, passionate and keen to provide the very best service for our clients and their pets. Good communication skills are very important as you will be working as part of a team.

This role involves animal handling and supporting the veterinary team in many aspects of clinical practice, including caring for pets and cleaning. There will be some front-of-house responsibility, so a nice telephone manner would be helpful as well as a positive attitude.

Apply with CV and covering letter or in writing to The Practice Manager, Dunedin Veterinary Centre, 16 Haddington Road, Tranent, East Lothian, EH33 1HW. For further information please telephone [01875 613593](tel:01875613593)

Hours: 35 per week

Application deadline: 11/10/2021

Job Types: Full-time, Permanent

Salary: £8.00-£9.20 per hour

COVID-19 considerations: Covid risk assessments are undertaken and appropriate PPE provided

Benefits: Company pension

Role: A Measurer and Fitter of Window Dressing
Company: Norman T Craig
Location: Haddington

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We are looking for a Measurer and Fitter of Window Dressing which is expected to be part time at 2-3 days a week, and would require a Driving License. Experience in measuring flooring, and both fitting and measuring curtains and blinds desired.

To apply send your CV to Bryan Craig (ntc.carpets@hotmail.co.uk)

Role: Veterinary Receptionist
Company: Links Vet Group
Location: Haddington

As the face of the practice, the successful candidate will be responsible for making our clients feel welcome, and for ensuring that their needs are met in a friendly, professional manner.

The successful candidate will be required to work in our surgeries located throughout East Lothian.

Key Responsibilities:

- Meeting and greeting clients in a pleasant, professional manner
- Booking appointments
- Dealing with client enquiries face to face, by telephone and email and emailing practice literature
- Handling client queries positively and efficiently
- Registering clients and keeping client records up to date on the practice computer system
- General office duties as required to support the practice
- Taking payments
- Keeping the reception area clean and tidy
- Preparing medicines for dispensing (counting/packaging medicines/ labelling bottles etc)

Skills and Experience:

- Excellent customer service skills
- Ability to work in a fast-paced environment
- Professional, organised and flexible
- Good attention to detail and ability to follow protocols
- Driving licence

Hours and Shift Pattern:

- 40 hours per week, Monday to Friday (8hr shifts)
- Varied daily shift patterns (8am - 4pm; 8.30am - 4.30pm; 9am - 5pm, 10am -6pm; 11am - 7pm)
- 1 in 6 Saturdays (paid as overtime or time back in Lieu) 9am – 1pm

Full Training Provided

Job Types: Full-time, Permanent

Salary: £19,300.00 per year

Benefits:

- Company pension
- Employee discount
- Sick pay
- Wellness programmes

COVID-19 considerations: All clients are required to wear a mask. Hand sanitising stations.

Experience: Veterinary Receptionist: 1 year (preferred)

Application deadline: 11/10/2021

[Links Veterinary Group](#)

Role: Waiting Staff
Company: The Bonnie Badger
Location: Gullane

We have both **full-time** or **part-time** opportunities available.

The Bonnie Badger, established in 1836 and located in the heart of Gullane, is a charming country hotel. Awarded 5 Stars from AA, the hotel features 14 bedrooms, an impressive dining room, a pub bar and an outdoor garden area.

Our Front of House roles involve high levels of customer care within the hotel operation and will vary in its tasks and responsibilities. Team Members are integral to our service delivery and in creating memorable experiences enjoyed by our customers and guests.

Ideal candidates should have:

- A background of working in hospitality, or a willingness to learn
- Excellent customer service skills and a desire to exceed expectations
- Strong communication and teamwork skills.
- Great attention to detail
- Understanding of working under pressure to achieve high standards
- Enthusiasm for food and drinks
- Flexibility and adaptability to work a variety of shift patterns

What's in it for you?

- Competitive rate of pay
- All credit card and cash tips, including service charges, are shared with staff
- Discounts on your food bill at all our venues
- Free employee helpline to support you with whatever life throws at you
- A range of benefits from discounted gym memberships to discounts on your high street shopping
- Company pension scheme
- Joining an exciting and expanding organisation with development opportunities
- The opportunity to make lifelong friends

We look forward to hearing from you!

[The Bonnie Badger](#)

Contact:
East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX
Tel: 01620 827262
Email: ELworks@eastlothian.gov.uk

