

Vacancy Newsletter

18th March 2022

east lothian
works

Role: Yard Sales Assistant

Company: Travis Perkins

Location: Haddington

Hours: Full time

Travis Perkins pride themselves on being a great place to work, that's why they have been voted one of the UKs Top Employers every year since 2010. Joining their friendly and hardworking family as a Yard Sales Assistant, you'll be on the front line dealing with customers that come into the yard. As part of the branch team, you will play a vital role in their continued success, providing a first class service.

Daily tasks:

- Helping to deliver the highest standards of service.
- Based outside, processing customer orders, loading and unloading customer and company vehicles.
- Unloading building products from supplier deliveries and accurately booking them in the branch warehouse.
- Experience of using a forklift is ideal, but don't worry full training is provided.
- Safety is at the forefront of everything we do, this means maintaining a tidy and safe working environment.

Skills required:

This is a key customer facing role, you just need the ability to provide great customer service.

Are you:

- Someone that is physically active, as this role is located outside, it will involve lifting heavy building materials.
- Someone that has a friendly and outgoing personality who is happy to communicate face to face with customers and build strong relationships.
- Someone that is adaptable, resilient and tenacious with high levels of energy and drive.
- Someone who thrives in a dynamic and fast paced environment.

For more information, and to apply, follow the link: [Yard Sales Assistant – Haddington – Indeed.com](#)

Role: Trainee Receptionist/Secretary

Company: McInroy & Wood Personal Investment Managers

Location: Haddington

Hours: Full time

Closing date: 19th April 2022

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 their own purpose-built premises in Haddington, with additional offices in London and Harrogate.

A full-time position has arisen for a trainee Receptionist/Secretary to join the team based in Haddington. 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.

Key attributes

An excellent telephone manner is essential, and applicants will be required to demonstrate computer literacy (Word and Excel). A meticulous approach to tasks, together with strong organisational skills and an eye for detail are also crucial, as well as an eagerness to learn.

Responsibilities:

- 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 the 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 but not essential as full training will be given.

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

Role: Labourer
Company: Graham (Construction)
Location: Edinburgh

Closing date: 15th April 2022

Graham are looking for 4 experienced labourers to work on projects in the Edinburgh area.

Skills required:

- At least a couple of years' experience working on a busy construction site.
- Have a valid CSCS card and driving licence.
- Be hard working, reliable and flexible with working hours.

For more information about Graham, visit their website: graham.co.uk

To apply, send your CV to Suzanne Stevenson at the following email address:

suzanne.stevenson@graham.co.uk

Role: Office Administrator
Company: Fenton Barns Nursery Ltd
Location: Fenton Barns (North Berwick)

Hours: 15 hours per week

Salary: from £10 per hour

Fenton Barns Nursery is seeking to appoint a forward thinking and proactive individual to provide administrative support and assist the Nursery Office with daily tasks.

The successful candidate should;

- Have previous experience in office administration, Microsoft Office and general computer skills.
- Be able to provide attention to detail when undertaking tasks.
- Respond to incoming telephone calls from families and parents and reply to emails.
- Update records on in-house Nursery system.
- Be self-motivated and work as part of a staff team.

For more information, and to apply, follow the link: [Office Administrator – North Berwick – Indeed.com](#)

For all vacancies within East Lothian Council visit: [Jobs | East Lothian Council | myjobscotland](#)

Contact:
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