

Vacancy Newsletter

28th April 2023

east lothian
works

Company: Orchard Medical Practice

Location: Haddington

Role: Office Assistant

Hours: Part-time, 25 hours per week

Salary: £13.50 - £14.50 per hour

Closing Date: 4th May 2023

Orchard Medical Practice is one of three practices based at Newtonport Surgery providing care for the residents of Haddington and the surrounding areas.

Job Purpose

To provide a professional Administrative service to patients, doctors and other health service professionals. To work unsupervised effectively in often complex and unpredictable situations. Use own judgement, resourcefulness, common-sense and local knowledge to respond to patients' enquiries, particularly in assessing degree of urgency.

The postholder will:

- Work closely with the Senior Practice Nurse to ensure that patients on the Long Term Conditions register are invited for review as clinically indicated.
- Work as part of the support staff team within the practice primary health care team.
- Be expected to promote a professional image of themselves and the practice at all times. All patients and visitors to the practice must be treated courteously, respectfully, and made to feel welcome. This applies to all patient contacts, including telephone calls.

Professionalism in the form of a courteous and respectful attitude must also be shown to colleagues and patients at all times. Flexibility to be able to provide cover at times of sickness absence and annual leave.

For more details, and to apply online, follow the link: [Indeed.com | Office Administrator](#)

Company: Orchard Medical Practice

Location: Haddington

Role: Patient Care Administrator

Hours: Part-time, 16 hours per week (12pm - 4pm Monday, Tuesday, Wednesday & Friday)

Salary: £11.00 - £12.50 per hour

Closing Date: 4th May 2023

Job Purpose

To provide a professional Reception/Administrative service to patients, doctors and other health service professionals. To work unsupervised effectively in often complex and unpredictable situations. Use own judgement, resourcefulness, common-sense and local knowledge to respond to patients' enquiries, particularly in assessing degree of urgency.

You are accountable to the Practice Manager who is available for advice and guidance when required but the postholder will take decisions to enable the smooth running of the reception service.

The postholder will:

- Work as part of the support staff team within the practice primary health care team.
- Deal with a large number of patients and visitors on a daily basis and will have frequent contact with local pharmacists and other affiliated healthcare professionals, as the first point of contact for the practice.
- Be expected to promote a professional image of themselves and the practice at all times. All patients and visitors to the practice must be treated courteously, respectfully, and made to feel welcome. This applies to all patient contacts, including telephone calls. Answering of external telephone calls must be given high priority to ensure caller satisfaction and provision of a professional service.

For more information, and to apply online, follow the link: [Indeed.com | Patient Care Administrator](#)

Company: Lothian Building Supplies
Location: Macmerry
Role: Warehouse Assistant / Forklift Driver

Hours: Full-time
Salary: £10.75 - £11.50 per hour

Lothian Building Supplies are looking for an enthusiastic new team member for their family run builders' merchant depot in Macmerry, East Lothian.

Ideally you will have recent counter balance forklift experience. They are also potentially looking for a candidate who may be able to provide some extra relief cover as a pick-up truck delivery driver to cover some holiday periods, so having a full driving licence would be good. Some industry experience or experience of work in a similar environment would be ideal but not essential as full training will be given.

Duties will include serving customers in our warehouse and yard, loading and unloading lorries, putting stock away, picking orders and keeping the place safe and tidy. The ability to work as part of a team, honesty, integrity and reliability are all attributes that would make you a great fit for us.

Hours of work are Monday - Thursday 7.30am - 5.00pm, Friday 7.30am to 4.00pm. Potentially some Saturday mornings on a rota basis 8am - 12 noon. Saturday is paid at overtime rates. The nature of the role involves manual lifting of sometimes heavy building materials.

For more information, and to apply online, follow the link: [Indeed.com | Warehouse Assistant](#)

Company: Dunedin Stone Ltd
Location: Tranent
Role: Forklift Driver / Yardperson

Hours: Full-time
Salary: £11.50 - £12.50 per hour

A position has arisen for a full time forklift Driver / Yards Person within Dunedin Stone at Macmerry, East Lothian.

Applicants must be well organised and able to work on their own as well as part of a small team.

Duties will include loading and unloading vehicles by forklifts, moving pallets between the factory and the yard, general yard duties and assisting the team as required and maintaining the yard in a safe well organised, clean and tidy manner.

Experience within a similar construction role is essential.

This is a permanent position based on Monday to Thursday 7.00-4.00 and Friday 7.00 - 2.00.

For more information, and to apply online, follow the link: [Indeed.com | Forklift Driver](#)

Company: Costa Limited

Location: North Berwick

Role: Barista

Hours: Part-time, 18 hours per week

Salary: £10.70 - £11.70 per hour

A bit about the role

Day to day, you'll be making coffee that provides uplifting moments for our customers. That means sustainably sourced beans and velvety milk coffee, topped with our signature art, and delivered with your signature smile.

What's involved?

- Crafting great coffee that hits that sweet spot every time
- Serving customers with a smile so they walk away happy and excited about their next visit
- Soaking up all there is to know about Costa products – don't forget our teas, frappes, seasonal ranges and much more
- Working with your team to maintain health & safety and cleanliness across the store
- Most importantly, having fun – this is your time to learn, develop and meet great people

A bit about you

A passion for coffee and people is just the start of what we're looking for. So, what else makes a great Barista?

- A positive outlook, can-do attitude, and bags of personality
- A passion for delivering excellence in everything you do
- The communication skills to strike up a good conversation with our customers daily
- A hard-working attitude and multi-tasking skills

For more information, and to apply online, follow the link: [Costa Careers | Barista](#)

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

Contact:

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