

Vacancy Newsletter

21 February 2020

east lothian
works

Role: Cleaning Operative

Company: Viridor

Location: Dunbar

This is a permanent part time position working Monday to Friday

Hours: 14.00 – 20.30

Salary: £8.50 ph

General office and toilet cleaning.

If interested please contact Keith Lightbody on 07501 721301.

Role: Purchase Ledger Supervisor

Company: Lemac

Location: Haddington

This is a permanent part time position working 22.5 hours per week at their manufacturing site in Haddington. The ideal candidate will be responsible for managing a small purchase ledger team, have a strong attention to details and will be comfortable with interacting with individuals both internal and external to the organisation.

The role itself will include (but not restricted to) the following:-

- Weekly reconciliation of freight imports, handling all accompanying invoices and customs documentation
- Reconciliation of supplier accounts and liaising with the payments team at their head office
- Processing staff expenses and the ownership of weekly cashbook reconciliations
- Ability to work to deadlines to ensure the month end ledger is balanced and closed off on time
- Dealing with supplier invoices queries
- Good knowledge of Microsoft Office is desirable
- General purchase ledger housekeeping

Previous experience in purchase ledger role is essential.

To apply forward CV to liz.smith@lemlac.com or post to Lemac, Hospital Road, Haddington, EH41 3DP

Role: Domestic Cleaners

Company: O and B Cleaning

Location: Dunbar

This is a permanent full time position offering a competitive salary.

The role will consist of the following:-

- Carrying out cleaning duties effectively and efficiently in accordance with contractual requirements.
- Follow the Company's Health, Safety and Quality procedures within the course of the role.
- Have a full working knowledge of all cleaning materials and approved chemicals used within the premises.
- To comply with the requirements of Health & Safety, other relevant legislation and premises policies.
- To wear protective clothing (PPE) as issued.
- To deal with any complaints that fall within the jobholder's duties and report these immediately to the Cleaning Supervisor.

Applicants must have the following:-

- Experience in a similar role
- Must be able to complete a Basic Disclosure in line with the Contract requirements.
- Must be able to work the shift pattern discussed.
- Have a flexible approach to the role.

All applicants can apply by calling Kelly on 0161 457 2380 or sending your CV to k.harkin@oandb.co.uk

Role: Team Member

Company: Nando's

Location: Edinburgh Fort Kinnaird

This is a permanent part time position working 16-25 hours per week. Applicants must be over 18 years old due to the nature of the role. Flexibility is required to work between the hours of 9am and midnight.

They like team members to be passionate about their role as they serve up enjoyable customer experiences.

To apply please forward your CV and covering letter to: applications@RSCfortkinnaird.co.uk

http://rscfortkinnaird.co.uk/?job_listing=nandocas-3

Role: Modern Apprentice – Business Administration

Company: East Lothian Council

Location: Macmerry

Exciting opportunity for a modern apprentice to join Council Support working 35 hours per week.

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.

There will be ongoing support from an external training provider to achieve the SVQ Level 3 in Business Administration. The duration of the apprenticeship will be for a fixed term 18 month period.

Rate of Pay

Under 18 years : £4.35 per hour

18-20 years : £6.15 per hour

21-24 years : £7.70 per hour

25+: £9.07 per hour

Duties:

You will provide reception and administrative support. With good interpersonal skills, you will be flexible, a team player, confident and able to converse with members of the public. Daily duties will include answering the telephone, meeting the public and visitors face to face, making room bookings, photocopying, word processing and a variety of general office tasks. Training in the use of specialist software packages will be provided, however a basic knowledge and ability to use Microsoft Office packages is desirable.

You must provide evidence of competency in literacy and numeracy skills (minimum of three standard grades level 3 passes or National 4's including English and Mathematics).

Closing date: 8 March 2020

<https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/modern-apprentice-business-administration-183711>

Role: Farm Team worker

Company: East Lothian Produce

Location: East Lothian

They are looking to expand their workforce with a tractor driver for their arable farm. Experience is essential. Great rates of pay and hours. Modern farm machinery over a large cropping area. Driving licence essential, PA1 and 2 desirable. Training can be given. Please apply to sarah@eastlothianproduce.com or call 01620 670083 between 9am – 5pm

Role: Care Support Workers

Company: East Lothian Council

Location: East Lothian

2 temporary (12 month) posts working 20 hours per week as follows:-

Post 1:

This post, is predominantly working in the evenings in Dunbar and the surrounding areas, this includes North Berwick. Shifts issued using a rota between the hours of 15.35 - 22.00.

Post 2:

This post is predominantly working in the evenings in the centre of East Lothian - this includes Prestonpans, Port Seton, Tranent and surrounding areas. Shifts issued using a rota between the hours of 15.35-22.00.

There will be occasions where you may be required to work morning or evening shifts anywhere in East Lothian as this service operates from 07.00 and 22.00 therefore flexibility is required at all times.

The Home Care Service provides care in the home for adults and the elderly across the whole of East Lothian who need assistance and encouragement to carry out daily living tasks.

The Care Support Worker plays a crucial part in ensuring service users identified needs are appropriately supported in the Community, and are responsible for the delivery of direct personal care. They provide assistance with both practical and emotional support to assist service users to remain in their own homes in accordance with Individual Care Plans aims and targets.

The Care Support Worker is required to respond sensitively and flexibly to a wide range of individual service user situations and have the ability to work both individually and as part of a team. Care Support Workers work in partnership with a variety of Health and Social Care Professionals and report directly to The Care Support Organiser.

This is an excellent opportunity to work within a multi-disciplinary Team within a Health and Social Care Partnership.

Salary: £21,844.00 - £23,888.00

Closing date: 1 March 2020

<https://www.myjobscotland.gov.uk/councils/east-lothian-council/jobs/care-support-worker-x2-community-based-183354>

Contact:

East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX

Tel: 01620 827262

Email: ELworks@eastlothian.gov.uk

