

Vacancy Newsletter

19th March 2021

east lothian
works

Role: Ice Cream Counter Assistant
Company: Alandas Gelato
Location: North Berwick

Schedule:

- 8 hour shift
- Holidays
- Monday to Friday
- Weekends

They are looking for enthusiastic individuals who enjoy working in a fast paced environment, to join their team on a full time basis.

The role involves serving customers their home made gelato, making coffees and keeping their store clean and tidy.

Ideally they are looking for people with previous experience in the hospitality industry.

The position is full time and available until October 2021, making it an ideal job for those returning to study in the autumn.

COVID-19 considerations:

Currently they are operating out of a window hatch, all staff and customers are required to wear face coverings, and plastic screens are in place.

Experience:

- customer Service: 1 year (preferred)
- food preparation & handling: 1 year (preferred)

<https://uk.indeed.com/viewjob?jk=2d2508fcdc296416&from=tp-serp&tk=1f127d504sttq800>

Role: Delivery Driver
Company: George Anderson and Sons
Location: Tranent

This is a permanent full time position working 40 hours per week over 6 days with early 3 or 4 am starts. Six month probation period.

Salary: £9.30 - £9.50 ph.

Schedule:

- Weekends

Experience:

- delivery driver: 1 year (preferred)

Job Duties:

- Loading the delivery vehicle from a staging area
- Delivering to residential locations
- Delivering to commercial locations
- Heavy lifting

<https://uk.indeed.com/jobs?l=Haddington&radius=15&fromage=3&advn=9776632256944814&vjk=23ff0dbae651b50d>

Apprentice Production Engineer (APPLICATION PROCESS NOW OPEN Until April 9th 2021):

MacTaggart & Scott are hiring 10 apprentices this year

If you want a practical hands-on career which guarantees further technical training and experience, then apply for an apprentice position with us and train to be an engineering craftsperson.

MacTaggart & Scott have a variety of apprenticeships available this year:

Production Electrical

Machinist

Fitter/Test Fitter

Painter

Please apply online here :

<https://www.mactag.com/apprenticeship-applications>

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

Salary: £4.15 ph. Hours: 16 per week.

Apprentice Administration Assistant Responsibilities:

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain areas.
- Performing general office duties and errands.
- Creating, maintaining, and entering information into databases.
- Always maintain confidentiality.

Apprentice Administration Assistant Requirements:

- Good general education to National 5 level or equivalent including English.
- Experience but not essential as an Apprentice Administration Assistant or in a related field.
- Ideally you will have knowledge and experience of using Microsoft office.
- Have a good understanding of duties related to working in an office environment.
- Ability to work well under limited supervision.
- Always maintain confidentiality.
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Able to work effectively as part of a team.
- Be able to follow instructions by the managing director and the management team.
- Be able to adapt to different tasks when required.

In this apprenticeship you will:

- Undertake an SVQ Level2/3 in Business and Administration Modern Apprenticeship
- Provide a business and administrative support service
- Use a variety of Microsoft Office software (Word, Excel PowerPoint)
- Receive and respond to email messages both internal and external
- Always maintain confidentiality.
- Make and receive internal/external telephone calls, dealing with enquiries personally, or obtaining or passing on information or referring caller to appropriate sources.
- Undertake filing and document control and photocopying.
- Take detailed meetings notes as and when required.
- Undertake any other duties which may be allocated as and when required.

Important Information

Important Information Apprentice Administration Assistant may be funded by CBT through Skills Development Scotland, which supports the development of employment opportunities and a skilled workforce.

To apply contact Zoe Brownlea with a copy of your CV at www.edgeautism.com

Role: Customer Service Apprenticeship
Company: Travis Perkins
Location: Haddington

We're looking for individuals with the potential to be future leaders within our business..

Whats in it for you?

A competitive salary and benefits which include 22 days holiday, a half yearly colleague bonus and colleague discounts across the Travis Perkins Group businesses. We also have a number of online discounts at leading retailers from theme parks to eating out and cinemas. Our working hours also offer a great work life balance.

How will we support you?

Right from the start of your career with us, you'll be supported in your development. A 12 month Apprenticeship that will give you the tools to be successful in your role. Over the length of your apprenticeship programme, you'll explore:

- Our safety culture within branch
- The products we sell and the services we provide
- What makes us different and keeps us as the number one choice for our valued customer base

Our Apprenticeships are focused on your development and factor study time into your working week, so you can achieve your qualification without affecting your work-life balance. We provide you with a fantastic support network through; 1:1 coaching, mentoring and technical and skills training to enable you to progress your career with us. Along the way, our experienced team will provide you with plenty of support to ensure you get the best out of your Apprenticeship.

What will you be doing?

There is no such thing as a typical day in Branch life at Travis Perkins. What you can expect is to gain exposure across a number of areas within your branch, allowing you to see where your strengths and interests lie. Your role responsibilities will require you to:

- Talk to customers on our trade counter, building strong relationships.
- Support our customers with their purchases by providing information on our products, preparing quotes, fulfilling their orders in the yard or taking sales over the phone.
- Work with a friendly, down to earth team to provide the 5* service our customers have come to expect from us.

A bit more about us

You may not know much about Travis Perkins, but if you look a bit closer you might be surprised. Despite our size, we have the values of a family run business and the mind-set and ambition of a forward thinking Company. We pride ourselves on being a great place to work that's why we have been voted one of the UKs Top Employers every year since 2010.

https://www.tpplcareers.co.uk/job/customer-service-apprenticeship-jobid-30730?utm_source=Indeed&ittk=kkDQP76vL1j6-YlMhX9hjVW7hpL10f-2_O7Bv4Homs

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

