

Vacancy Newsletter

8th January 2021

east lothian
works

Role: Money Advice Assistant (Post Covid)
Company: Citizens Advice Bureau
Location: Haddington

Hours per week: 17.5
Type of contract: Fixed term until March 2021
Salary: £17,963 (pro rata)

Closing Date: Thursday 14 January 2021 (12 noon)
Interviews: Tuesday 18 January 2021 (online)

The role will involve:-

1. Gathering client information and administration
2. Data entry to internal systems
3. Assisting the Money Advice Team
4. Prioritisation of own work
5. The ability to meet deadlines, particularly in respect of reports
Managing a workload in a demanding environment

How to apply: An application form is available by email from Jacqui Ormston, Finance & Administration Manager. jacqueline.ormston@haddingtoncab.org.uk

Role: Money Advice Assistant (Post Christmas)
Company: Citizens Advice Bureau
Location: Haddington

Closing Date: Thursday 14 January 2021 (12 noon)
Interviews: Tuesday 18 January 2021 (online)
Location: Haddington
Hours per week: 35
Type of contract: Fixed term until March 2021
Salary: £17,963

The role will involve:-

6. Gathering client information and administration
7. Carrying out budgeting and money advice activity with clients
8. Assisting the Money Advice Team
9. Prioritisation of own work
10. The ability to meet deadlines, particularly in respect of reports
11. Managing a workload in a demanding environment

How to apply: An application form is available by email from:
recruitment@haddingtoncab.org.uk

Role: Team Member
Company: Greggs
Location: North Berwick

Pay Rates

Age 16-17 Starter Rate: £7.28
Age 16-17 Full Rate: £7.51
Age 18+ Starter Rate: £8.72
Age 18+ Full Rate: £8.84

Shift Pattern and Contracted Hours

Hours: 16
Shifts: 4 x 4 hour shifts over 7 days
Contract: Permanent

Skills:-

To be able to:

- Deliver a fast and friendly service to every customer consistently
- Work as part of a team focused on delivering a fast and friendly customer experience
- Achieve consistently high standards to meet customers' expectations
- Deliver relevant added-value to customers to increase sales
- Support profit protection through effective cost control

To Apply:-<https://www.greggsfamily.co.uk/job/North-Berwick-Team-Member-EH39-4HQ/640685001/?jobPipeline=Indeed>

Role: Customer Assistant
Company: Co-op
Location: Musselburgh

Pay: £9.00 per hour & amazing benefits.

Contract: 12 hours per week + regular overtime, 3 months fixed term contract, temporary, part time.

No experience needed as full training given

Working pattern: varied shifts including early mornings (store opening), afternoons, late evenings (store closing) and weekends, to be discussed at interview

Key tasks:-

- providing friendly, considerate customer service (and really getting to know customers)
- preparing and presenting our products, including from the bakery
- keeping the store well stocked and looking good
- thinking on your feet if there's an issue or problem to solve
- promoting Co-op membership, and the local projects we support

To apply:-<https://jobs.coop.co.uk/job/-/-/22964/3726558688?src=JB-10072&mediaGuid=fe2de7ad-3df7-4213-8e9c-80df3a1f353e&bidCode=d683d960-d18f-4282-a140-9d142d4f5ae8>

Role: Sales Representative
Company: People's Energy
Location: Dalkeith

This is a permanent full time position offering a salary of £18,750 pa

Overall purpose of the role:

To deliver profitable growth to People's Energy by selling the values and ethics of the company via outbound telephony. To ensure at all times there is a clear destination to drive that profitable growth into social good. To be part of an agile, highly skilled sales unit that delivers daily, weekly and monthly results always aligned to the values and culture of People's Energy.

Key Responsibilities:-

- To deliver monthly target of energy sales volume as specified and agreed by Team Leader
- To maintain a "Go Live" performance in line with monthly target
- To achieve the above by using the People's Energy outbound telesales techniques
- To maintain the People's Energy values in every interaction internally and externally
- To maintain a quality score reflective of monthly target
- To use People's Energy systems to deliver key metrics
- To maintain required productivity levels in any specified period.

Experience:

- energy sales: 1 year (Preferred)
- outbound sales: 1 year (Required)

<https://www.indeed.co.uk/jobs?!=Haddington&radius=15&start=60&vjk=a02460c9c12ddb01>

Contact:

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

Tel: 01620 827262

Email: ELworks@eastlothian.gov.uk

