

# Vacancy Newsletter

25<sup>th</sup> February 2022

east lothian  
**works**

**Role:** Trainee Quarry Operative  
**Company:** Tilllicoutry Quarries  
**Location:** Longyester, Haddington

**Salary:** From £9.50 per hour

Tilllicoutry Quarries are a family business who focus on their people. They offer excellent training, development and career progression opportunities within the business.

They will provide you with an opportunity to gaining vocational qualifications within 12 months of starting employment.

They also offer job security, and regular overtime paid at an enhanced rate.

### Key responsibilities

- Maintaining a high level of housekeeping standards
- General day to day maintenance on site
- Maintaining a high standard of health and safety measures on site

### Criteria

It is essential that the successful candidate is:

- Prepared to progress and develop within the business through training and gaining qualifications
- Willing to work in a fast-paced outdoor environment
- Willing to work regular overtime to meet the needs of the business, and has a flexible approach to working hours
- In possession of a full driving license

Benefits:

- Casual dress
- Company pension
- On-site parking

Schedule:

- 10 hour shift
- Monday to Friday
- Overtime
- Weekend availability

Reference ID: TQO/LY

[Trainee Quarry Operative - Longyester, East Lothian - Haddington EH41 - Indeed.com](#)

*To apply please send a covering letter and CV to Tilllicoutry Quarries, Longyester, Haddington EH41 4PL*

**Role:** Kitchen Porter  
**Company:** Queen Margaret University  
**Location:** Musselburgh

- Basic food preparation
- Washing up, cleaning and clearing all kitchen areas
- Unloading and putting away deliveries
- Emptying bins, sweeping and mopping floors
- Ensuring all equipment is clean and put away correctly
- Deep cleaning fridges and store rooms to maintain sanitary and kitchen safety standards

If you are enthusiastic about self-development and embrace opportunities to improve your skills and knowledge whenever possible, you could build a long and rewarding career in catering and hospitality progressing to a role as a Commis Chef, Chef de Partie, Sous Chef or Head Chef if desired.

Finding the right balance between your work and your lifestyle is really important, with a Kitchen Porter job you will often find that your shifts include days, evenings and weekends so be sure to consider your home and family commitments and choose a career that enables you to maintain a healthy work-life balance.

Hours: 40 per week  
Salary: £9.50-£9.90 per hour

*Benefits:*

- Discounted or free food
- Flexible schedule
- On-site parking

*Schedule:*

- 10 hour shift
- Overtime
- Weekend availability

**To apply:** [Kitchen Porter - Musselburgh EH21 - Indeed.com](#)

**Role:** Kitchen Porter  
**Company:** White Rabbit Projects  
**Location:** North Berwick

White Rabbit Projects is an exciting hospitality company specialising in creating memorable guest experiences in unique and beautiful spaces. We have partnered with the Marine Hotel in North Berwick to develop the F&B offerings within the property. This luxury golfing destination will be home to an all-day dining restaurant celebrating the best of Scottish produce and an opulent destination bar.

White Rabbit are looking for an enthusiastic Kitchen Porter to join the kitchen team at the Marine Hotel in North Berwick. The successful candidate will be friendly, personable, and passionate about all things food and drink.

**Role:**

Working in the kitchen as an active part of the brigade with both junior and senior chefs. Responsibilities will depend upon experience. Will be required to help with prep work and picking/sorting ingredients. For more experienced chefs the role may involve working on a section during service.

**Requirements:**

The ideal candidate will have:

- 1+ years' experience as Commis Chef or training at college/catering school.
- A basic understanding and commitment to learn classic cookery and seasonal Scottish ingredients
- Good, demonstrable knife skills
- Thorough understanding of kitchen etiquette and practice, such as lack of wastage, cleanliness & punctuality

Aside from a competitive salary, White Rabbit pride themselves in offering:

- Career defining experience within a fast-growing restaurant group
- A supportive, people-focussed culture
- Delicious meals whilst you're at work and discounts across WRP restaurants in your free time
- Wellbeing initiatives such as access to Hospitality Action and benefits platform

**To apply:** [Kitchen Porter - North Berwick EH39 - Indeed.com](#)

**Role:** Project Coordinator – Modern Apprenticeship  
**Company:** Rewards Training  
**Location:** Tranent

**Salary:** £19,745.00-£21,800.00 per year

Rewards Training are currently working with a global laboratory business based in Tranent. They ensure the safe development and manufacturing drug therapies. They are currently looking to give a young person an opportunity to join them as an Apprentice Project Coordinator. This will be an excellent opportunity for the right candidate.

**Role:**

This role is an entry level position supporting Project Coordination team. Full training will be provided to the successful candidate to assist with the day to day duties of the role, as follows.

- Working with our Enterprise Resource Planning System – SAP
- Reviewing contracts and acceptable documentation to build financial costs and study design in SAP
- Ensuring sales orders and study schedule created accurately and releasing invoicing milestones

The role will provide an excellent opportunity to gain experience working in a laboratory within their back office function. You will gain a range of experience and also undertake an SVQ Level 6 Business Administration, and have the opportunity to grow and gain professional experience in a business environment.

Through continuous self-development you will also improve your communication skills, ability to manage timescales and prioritise your workload.

**Requirements:**

Ideally, we are looking for Standard Grades, National 5s including Maths and English.

Other personal attributes desired include:

- Highers or equivalent within related disciplines inclusive of either Business Admin or a Finance related topic
- Solid numeracy and literacy skills
- Excellent written and verbal communication skills
- Working knowledge of computer software (MS Office, MS Project, Excel and smartsheet experience preferred)
- Previous sales ledger or data input experience would be an advantage
- A hardworking and reliable mindset

**To apply:** [Project Coordinator - Modern Apprenticeship - Tranent EH33 - Indeed.com](#)

**Contact:**

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