

# Vacancy Newsletter

10<sup>th</sup> June 2022

east lothian  
**works**

**Role:** Store Team Member

**Company:** Home Bargains

**Location:** Haddington

**Salary:** up to £9.90 per hour

**Hours:** 12-20 hours per week

**Closing date:** 7<sup>th</sup> July 2022

The Store Team Members at Home Bargains deliver outstanding customer service by greeting customers, assisting with product queries and providing a prompt service with a smile. They cover a range of store duties including customer service, stock replenishment, cash handling and helping to maintain excellent store standards.

### **Role Responsibility**

Candidates will be hardworking, enjoy working in a retail store and have experience of cash handling and processing deliveries.

Successful candidates are provided with on-the-job training and gain essential transferable retail skills. If you are honest and reliable and take pride in what you do then we would love to hear from you!

### **The Ideal Candidate**

- Demonstrate a good understanding of customer service
- Experience of cash handling and working in a retail environment
- Experience of manual handling and stock replenishment
- Hardworking and reliable
- Polite and professional

For more information, and to apply online, follow the link: [jobs.homebargains.co.uk](https://jobs.homebargains.co.uk) – Store Team Member

**Role:** Cleaning Operative

**Company:** Shine Cleaning Limited

**Location:** Dunbar

**Salary:** £9.50 - £9.90 per hour

**Hours:** 39 hours per week

Applicant must be reliable, trustworthy and able to work to a high standard on own initiative. Experience is preferred.

Duties will include vacuuming, mopping, emptying bins, cleaning toilets, canteen and any other associated tasks as required in site offices.

Hours will be 8am to 4pm, Monday to Thursday and 8am to 3.00pm on Fridays, 39 hours per week.

For more information, and to apply online, follow the link: [indeed.com](https://indeed.com) – Shine Cleaning Jobs

**Role:** Business Development Executive

**Closing Date:** 30<sup>th</sup> June 2022

**Company:** 2Circles Consulting

**Salary:** £24,000 basic

**Location:** Macmerry, East Lothian

**Hours:** Full-time

2 Circles Consulting are a telecommunications company dedicated to helping businesses improve their connectivity and in turn, work more efficiently. The telecommunications industry is growing exponentially, and connectivity and communication are key factors in business success for all companies. It is a tremendous space to build a lifelong career in.

They are looking for people who are dedicated, motivated and willing to learn. Don't worry if you are unfamiliar with the world of telecoms, a great deal of training and support will be provided, and you will be mentored by some of the best in the industry – just bring your enthusiasm, and a good work ethic.

2 Circles Consulting have trained over 5000 students and graduates in how to run their own business, and have a proven and tested scheme to teach you how to network, prospect and constantly evolve in this thrilling industry. Successful candidates will get an impeccable experience with 2Circles Consulting through great incentives, uncapped earning potential and our excellent Basic, Bonus and EMI Share Option Plan.

#### **Key Responsibilities**

- Proactive goal setting towards sales targets, planning strategies to hit targets, and monitoring of performance against goals. Attain 100 customers to qualify for Century Club
- Attend all company training courses and sales meetings
- Maintaining a consistent positive attitude and team spirit
- Building and maintaining a good rapport with customers
- Have a proactive attitude towards self-development and constant improvement
- Actively looking for ways to continually develop and innovate sales and marketing systems to generate a larger customer base
- Being dedicated in providing the best and most efficient service to our customers and understanding each individual businesses' needs

#### **Benefits**

- On-site parking
- Great Basic Salary
- Uncapped Bonus Plan
- EMI Share Ownership from Day 1
- Company Social Events
- Office Dog
- Great Contests
- Private Medical/Dental insurance

#### **Applications**

- Expected start date: early September 2022
- Please study the 2 Circles Consulting website: [www.2circlesconsulting.com](http://www.2circlesconsulting.com) as well as their social media on Facebook, Instagram, LinkedIn & Twitter
- Please send an up to date, well presented 2-page CV with a detailed covering letter explaining why you would like to work in the company to [lou@2circlesconsulting.com](mailto:lou@2circlesconsulting.com)

**Role:** Business Development and Sales

**Company:** Private House Stays Ltd

**Location:** Home-based

**Salary:** Minimum wage for first three months. After probation period will increase to National Living Wage.

**Start date:** July/August 2022

Unique in their mission to educate clients in how to generate commission-free bookings via an embeddable widget, Private House Stays also drive business to clients via their award-winning website.

Private House Stays was founded by Cassie Bouverie in 2010, having run her own B&B in Edinburgh for 12 years. While running her B&B the percentage of revenue lost to third party sites was a constant source of frustration, but it seemed unavoidable as the larger companies held all the power. This experience led her toward creating Private House Stays.

PHS covers the whole of Scotland, listing over 4000 attractions and experiences. The team consists of six employees and our vision is to represent 25 properties in each area of Scotland, a mix of self-catering, B&B, inns, hotels, and glamping. Providing a hands-on, nurturing service, they set up and train all their clients. Their aim is to teach clients in each area how to collaborate and grow and share experiences together, using everything that Private House Stays has to offer to build up their local tourism industry.

**Criteria:**

- Computer literacy is essential and ability to learn new customer software systems
- Ability to pick up the phone and build relationships with the customers
- Experience in using Excel spreadsheets and Photoshop
- An interest in travel and tourism essential
- Background in basic business principles would be welcome
- Very flexible
- Confident and a quick learner
- Good spoken English essential
- Drama qualification will help, and English literature and language helpful, with basic maths.

**Role and Responsibilities:**

Working directly with Megan Brown who has been with PHS for a year, you will be responsible for:

- Identifying prospective new clients,
- Organising zoom meetings,
- Demonstrating how the website and booking software work,
- Closing deals.

Confidence is a must as sales can be tough and your role will bring PHS new business. Training will be provided.

The role will be home-based, working as a digital sale assistant. Joining a growing team of 6 to work in the Scottish Tourism Industry, initially covering Scotland but to expand throughout the UK.

Please look at the Private House Stays website: <https://www.privatehousestays.com/>

And an example of booking software: <http://www.valleyviewhouse.co.uk/book.html>

To apply, send a CV with a covering letter explaining why you feel you would be a good fit to the team to [cassie@privatehousestays.com](mailto:cassie@privatehousestays.com)

**Role:** Admin Support

**Company:** DC Watson & Sons (Fenton Barns) Ltd

**Location:** Fenton Barns, North Berwick

**Salary:** Up to £10.70 per hour

**Hours:** 25 hours per week

DC Watson & Sons are based at Fenton Barns, a beautiful location in East Lothian. The busy Estate is run from the Estate Office by a small efficient team. They have commercial & retail rented properties and farming interests. Everyone multitasks as and when required.

**Job Specification:**

- Typing: audio and copy, emails, letters, reports etc using Outlook and Microsoft Word.
- Microsoft excel spreadsheets use and design.
- Filing and archiving.
- Input, download, analyse utilities.
- Petty Cash
- Reception & Telephone.
- Maintain comprehensive records for 100+ tenants.
- Order stationery etc as required.
- Tea & coffee for visitors.
- Any other office functions as required.

**Person Specification:**

- Excellent computer skills.
- Team player.
- Attention to detail.
- Flexible to allow for holiday / sickness cover.

For more information, and to apply online, follow the link: [indeed.com - Admin Support](#)

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

**Contact:**

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Tel: 01620 827262

Email: [ELworks@eastlothian.gov.uk](mailto:ELworks@eastlothian.gov.uk)

