

# Vacancy Newsletter

15<sup>th</sup> April 2022

east lothian  
**works**

**Role:** Trainee Receptionist/Secretary  
**Company:** McInroy & Wood  
**Location:** Haddington, East Lothian

We have an exciting permanent full-time opportunity for someone to join our highly regarded secretarial team. The successful candidate will be responsible for welcoming visitors to the office, handling enquiries and answering telephone calls in an efficient and professional manner, as well as carrying out general secretarial tasks and ensuring the smooth running of the office. Excellent communication, interpersonal and organisational skills are essential, as well as having strong attention to detail. Experience in a similar role is not essential as full training will be provided.

If you are interested in developing a career with us or wish to apply for this vacancies, please email [recruitment@mcinroy-wood.co.uk](mailto:recruitment@mcinroy-wood.co.uk) with your CV and covering letter of no more than 500 words, explaining why you wish to pursue a career with McInroy & Wood.

**Closing date: 19th April 2022**

[McInroy & Wood | Working for McInroy & Wood | UK \(mcinroy-wood.co.uk\)](#)

**Role:** Trainee Optical Assistant  
**Company:** Specsavers  
**Location:** Musselburgh

*Full Time or  
Part Time 15 hours - Weekends Saturday and Sunday only.*

Are you passionate about retail and offering the best customer service?

Our advisor roles at Specsavers are not your ordinary sales positions – you will join the team as an Optical Assistant bringing your valued retail & customer service knowledge to meet the caring values and optical expertise of our brand, making sure every patient receives the best care in our stores.

Responsibilities:

- Supporting the customer journey from the initial enquiry through to the collection of their new glasses.

Specsavers prides itself on personal development & exciting long-term careers - supporting you to develop your knowledge of the optical world.

[Trainee Optical Assistant, Specsavers - Indeed.com](#)

**Role:** Cook/Kitchen Assistants/Kitchen Porters  
**Company:** Dunbar Golf Club  
**Location:** Dunbar

We are looking for candidates who are available to work full time, 30-40 hours per week over 5 days, Part Time vacancy's may also be available to the right candidate.

We offer a friendly working environment with variety to each day through the range of events we cater for. The position is ideally suited to someone interested in gaining experience in Hospitality and learning new skills in the kitchen. We also provide a range of training opportunities to those looking to develop a career in hospitality, as well as staff meals, staff holidays and a fun working environment.

***Skills requirement:***

- Interest in Food with a willingness to learn and adapt.
- Takes pride in their work and shows attention to detail.
- Enjoy working as part of a team.
- Excellent verbal communicator.
- Well organized and a great timekeeper.
- Well-presented and takes pride in their work.
- Awareness of Health and Safety procedures.
- Willingness to learn new skills and demonstrate initiative.

If you want to work in a friendly, fast paced and busy environment we want to hear from you whatever your experience.

*Salary:* £7.50-£10.50 per hour

*Additional pay:* Tips

*Benefits:*

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

*Schedule:* 8 hour shift

[Cooks/Kitchen Assistants & Porters, Dunbar Golf Club - Indeed.com](#)

**Role:** Production Team Member  
**Company:** Alba Trees  
**Location:** Tranent

At Alba Trees we sell approximately 20 million trees per annum and are one of the largest suppliers to the landscaping, woodland and hedging sectors.

We currently have exciting opportunities in our Production team with opportunities to progress in other areas of the business for those who have the right attributes and are keen to learn.

Your primary role will be to assist with transplanting and grading stock with attention to detail and a strong work ethic being essential for success.

- **Do you enjoy working in production style environment?**
- **Are you keen to learn new skills?**
- **Can you demonstrate flexibility and a willingness to work hard?**

No experience is necessary as full training will be provided. The nursery works a seven-day rota and regular weekend working is required.

**Interested?** To apply please email your CV and covering letter to Andrew Gold, Operations Manager, by clicking on '[Apply now](#)'.

Please view our privacy policy at <http://www.albatrees.co.uk/privacy-policy/>

Job Types: Full-time, Permanent, 40 hours per week  
Salary: £9.50 per hour

Benefits:

- Company pension
- Life insurance
- Sick pay

[Production Team Member, Alba Trees - Indeed.com](#)

**Role:** Garden and Grounds Team Member  
**Company:** Haven  
**Location:** Prestonpans

As a Gardens and Grounds Team Member I am responsible for:

- The park grounds being of the highest quality and standard for our guests.
- Providing a safe and secure environment for all guests through the maintenance of the park.
- Ensuring all work areas are presented and managed to the highest level at all times.
- Ensuring all internal & statutory obligations are met.
- Delivering a 'breath of fresh air' experience for our guests through the upkeep of beautiful grounds and gardens, contributing to guest advocacy and customer satisfaction.

Our guests and our team members are vitally important to us and we need to ensure we build effective relationships, through trust, always having an approachable, friendly and helpful attitude. This will ensure our guests feel reassured that we always have their interests at the heart of everything we do.

Safeguarding is one of our business priorities. Our teams are committed to providing a safe and secure environment and promoting the welfare of children and young or vulnerable adults.

[Garden & Grounds Team Member - Bourne Leisure.csod.com](#)

**Role:** Retail Team Member  
**Company:** Greggs  
**Location:** Prestonpans

Some customer service experience always comes in handy, although it's not essential as we will support you with great training.

#### **What we can offer**

We love to see our people flourish and go as far as they want to with their careers with Greggs. So, if you want to progress further in your retail career and become a junior manager with Greggs, we'll support you every step of the way.

#### **What you'll do**

Greggs Team Members are the face and voice of our business, engaging with our customers and offering a fantastic shopping experience, whatever the weather!

It's not an easy role, it can be tiring and pressurising, especially during key trading hours such as breakfast and lunch time service. But, of course, it's also very rewarding, being surrounded by friendly and welcoming people and a great team, there'll be time for some fun along the way!

#### **Next steps**

If you don't already have a profile on the Greggs Family site, set one up and you'll be ready to apply for any roles that take your fancy. If you need help or have any questions, we are here for you. Contact us at [greggsrecruitment@greggs.co.uk](mailto:greggsrecruitment@greggs.co.uk)

[Retail Team Member, Greggs - Indeed.com](#)

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

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