

# Vacancy Newsletter

27<sup>th</sup> May 2022

east lothian  
**works**

**Role:** Delivery Driver

**Company:** Brose Oats

**Location:** East Lothian and Edinburgh

**Salary:** £9.90 an hour

**Hours:** Saturdays – 8 hours (plus occasional mid-week holiday cover)

**Closing date:** 6<sup>th</sup> June 2022

Brose Oats are looking for an enthusiastic and responsible Delivery Driver to distribute their products promptly to customers. The successful candidate will represent Brose Oats and be a key component in creating customer satisfaction.

The job will consist of:

- Delivering products to different addresses using pre-planned routes within specified time schedules.
- Loading, unloading, preparing, inspecting and operating the delivery vehicle.
- Some of the deliveries will require heavy lifting. Proper handling and delivery of the products with high standards of customer care is essential.
- Maintaining communication with the *Brose* office by phone to update if there have been issues or changes to the estimated times of arrival.
- Representing the company and soliciting feedback on the products, sales and service.
- Completing logs and reports as required. Documentation is a key component to the job and accurate records of deliveries and customer authorisation need to be submitted to management at the end of each delivery run.
- Photographing new stockists of our product to support our efforts on social media.
- Maintaining the company vehicle and to ensure that it is clean, charged / fuelled and is ready to drive. We currently use an electric vehicle.

**Essential skills, experience and qualifications:**

- Someone who is courteous with good customer service skills as well as good communication skills.
- A problem-solver who is patient, pleasant and enthusiastic with attention to detail.
- The ability to handle fragile products with care.
- The ability to work under pressure.
- Most importantly the ability to be a part of a growing team.

It is expected that DOT regulations and safety standards are followed. The candidate must hold a valid UK driver's license and be a confident driver (ideally) with a clean driving record with no traffic violations.

For more information, or to apply for the job, send an email with your CV to [Musselburghea@dwp.gov.uk](mailto:Musselburghea@dwp.gov.uk)

**Role:** Production

**Company:** Eastern Exhibition & Display

**Location:** Musselburgh

**Salary:** £9.90 per hour

**Hours:** 40 hours per week

Established in 1979, Eastern Exhibition & Display specialise in the production of graphics for all environments including visitor centre interiors, custom built exhibitions, interpretive display and signage, with a complete installation and storage service. They pride themselves on the ability to suit particular requirements and budgets and always deliver on time!

Having all their production facilities under one roof means that they can call on all their services and expertise in order to deliver work to clients hassle free. They highly value their clients and working relationships and they love working with designers, architects, marketers and business owners. Their goal is to come up with the best possible solution for each individual requirement - no matter how big or small the job.

**Key Tasks:**

- Painting / spray booth
- Graphics finishing and collating
- Ad hoc duties as directed by the print supervisors

To apply, email a CV to [shevy@eastern-info.co.uk](mailto:shevy@eastern-info.co.uk)

**Role:** Finance / Administration Assistant

**Company:** Eastern Exhibition & Display

**Location:** Musselburgh

**Salary:** £9.90 per hour

**Hours:** 40 hours per week

Established in 1979, Eastern Exhibition & Display specialise in the production of graphics for all environments including visitor centre interiors, custom built exhibitions, interpretive display and signage, with a complete installation and storage service. They pride themselves on the ability to suit particular requirements and budgets and always deliver on time!

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**Key Tasks:**

- Maintain H& S documents to ensure all are updated on a timely basis
- Support Finance Team with inputting of data
- Reception duties
- Ad hoc duties as directed by MD

To apply, email a CV to [shevy@eastern-info.co.uk](mailto:shevy@eastern-info.co.uk)

**Role:** Children Play Practitioner

**Company:** REED Social Care

**Location:** Musselburgh

**Salary:** £10.50 - £11 an hour

**Hours:** Full-time

REED are delighted to present a number of fantastic opportunities for Play Practitioners across Edinburgh and the Lothians. The role will suit those with prior experience in childcare, or those keen to develop a career in the industry.

REED Social Care are looking for a number of enthusiastic, warm and highly motivated individuals to join a service as Play Practitioners. Our clients provide high quality Breakfast and Afterschool clubs and creches, for children of all ages (P1-S1). Become part of a dynamic team, providing fun, safe and nurturing childcare and activities.

It is desirable that the successful candidates should hold, or be working towards, a relevant childcare, such as SVQ Level 3. This will allow them to register with the Scottish Social Services Council (SSSC) at practitioner level.

**Key Responsibilities include;**

- Plan a varied programme of activities suitable to the needs of the young people, in consultation with other staff.
- Ensure the safe collection and transportation of children between the school and club.
- Maintain good working relationships with other clubs as well as third-party organisations and agencies.
- Practice understanding of the Care Inspectorate Social Care Standards and SSSC codes of conduct and legislations.
- Assist in the evaluation of your setting.
- Maintain your own SSSC registration, annual renewal and demonstrate substantial CPD hours on your online PRTL.
- Act as a role model, listening to children in the setting.
- Develop and maintain warm relationships with members of the local community.

**Skills and Experience**

It is anticipated that the successful candidate will have:

- SVQ level 3 qualified or demonstrable equivalent experience.
- Demonstrable experience in childcare, ideally in the out of school club sector.
- Effective verbal communications and experience in a customer facing sector.
- Ability to work independently with good organisation skills.
- Applicants should be drivers as they will be travelling between services.

For more information, and to apply online, follow the link: [Reed.co.uk – Children Play Practitioner](https://reed.co.uk)

## **Hospitality Recruitment Events**

**Malmaison** have organised a 2 day recruitment event at their Malmaison Hotel in Leith to recruit for their Edinburgh Hotels.

They are holding the events on 31st May 9:30am - 5:00pm and 1st June 9:30am - 5:00pm at:  
Malmaison Hotel  
One Tower Place  
Edinburgh  
EH6 7BZ

They are particularly keen to recruit for Room Attendants. This role is attractive to Lone Parents as the hours tend to be from 9/9:30am – 2:30pm.

Other roles include:

Receptionist, Bartender, Maintenance Assistant, Night Porter, Commis Chef, Residence Manager, Kitchen Porter, Night Supervisor, Waiter, Housekeeper, Senior Room Attendant, Restaurant Supervisor, Painter and Decorator, Restaurant Supervisor, Housekeeping Assistant, Housekeeper, Receptionist.

**Bonnie & Wild** have a recruitment fair on Monday 30th May, 11:30am – 4pm  
St James Quarter, Edinburgh.

With 12 food and drink businesses, as well as three bars, Bonnie & Wild is a busy dynamic place to work. Within the Food Hall there are lots of opportunities.

They are looking for various roles including: Chefs, Kitchen Porters, Managers, Supervisors, Front of House, Counter Assistants, Baristas and Bartenders.

Please take along a CV and an appropriate form of ID.

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

### **Contact:**

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

