

# Vacancy Newsletter

14<sup>th</sup> October 2022

east lothian  
**works**

**Role:** Food Production Operative

**Company:** Browns Food Group

**Location:** North Berwick

**Salary:** £9.75 per hour

**Hours:** Full-time

## **The role:**

To produce product to the required specification ensuring quality standards are met. To promote good manufacturing practice throughout the factory and to ensure targets are met.

## **Key Accountabilities**

- To be present and ready wearing the correct PPE at the start of the shift.
- To be aware of and comply with the hygiene requirements as set out in the company handbook.
- To be aware of and comply with any Health and Safety requirements as set out in the company handbook, ensuring all SOPs are followed when using machinery.
- Report any issues identified with a machine or any non-conforming product to the team leader.
- Comply with any paperwork requirements for the area as required.
- Treat colleagues and visitors with respect.
- Keep to break times as allocated by the department manager. These may vary depending on the area you are working and the business needs.
- Follow all reasonable instructions by the mentor / team leader / manager.
- Adhere to the conduct rules as set out in the company handbook.
- Minimise waste / report any increase in waste.
- Demonstrate the company HEART values throughout the working day.

## **Skills & Abilities**

- Strong communication skills
- Enthusiastic and dependable
- Reliable and trustworthy
- Be able to follow instruction
- Focused and goal oriented
- Accuracy & attention to detail
- An ability to work independently and as part of a team
- Willingness to learn

For more information, and to apply online, follow the link: [Indeed.com | Food Production Operative](#)

**Role:** Stock Assistant

**Company:** Aldi

**Location:** H

**Salary:** £10.30 per hour

It feels brilliant to be part of a business that does things its own way and achieves fantastic results while doing so. That's how you'll feel as a Stock Assistant with Aldi.

It's a really fast paced environment, so there's certainly no risk of getting bored. And everyone understands exactly what needs to happen to make their store a success – and gets on with doing it.

Time will fly by as you work hard to keep stock losses to a minimum, help out with inventory counting, check off deliveries and ensure the shelves are fully stocked with attractive, well presented products. And, of course, you'll provide excellent customer service at all times by attending to customer needs in a prompt and friendly way.

For more information, and to apply inline, follow the link: [Aldi | Stock Assistant \(Haddington\)](#)

**Role:** Kitchen Assistant

**Company:** The Loft Café

**Location:** Haddington

**Salary:** £9.90 per hour for applicants 21 and over. Minimum wage for younger applicants.

**Hours:** 20 hours plus per week. Café open Monday to Saturday, 9am to 4pm.

Key tasks:

- Chopping and preparing vegetables
- Washing up and basic cleaning tasks
- Unpacking and putting away shopping

To apply for this role, please email [elworks@eastlothian.gov.uk](mailto:elworks@eastlothian.gov.uk)

**Role:** Veterinary Receptionist

**Company:** Animals 1<sup>st</sup> Vets

**Location:** Macmerry

**Salary:** £20,950 per year

**Hours:** Full-time

**Closing date:** 21<sup>st</sup> October 2022

### **About The Role**

Animal 1<sup>st</sup> Vets are currently recruiting for an additional receptionist to join our friendly, growing team based in East Lothian. This is a full-time role, working 40 hours per week with a share of Saturday morning rota, currently being 1:3. The role is based in our Macmerry surgery, however there would be occasional holiday cover at our Haddington branch surgery - so a driving licence would be beneficial.

This is a varied role in a busy environment and duties will include:

- Answering the phone
- Making appointments
- Recording data
- Keeping the reception area clean and tidy
- Registering clients
- Takings Payments
- Banking
- Admin duties as required

For more information, and to apply online, follow the link: [Indeed.com | Veterinary Receptionist](#)

**Role:** Business Development Executive

**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**

- Great Basic Salary
- Uncapped Bonus Plan
- EMI Share Ownership from Day 1
- Office Dog
- Private Medical/Dental insurance

### **Applications**

- 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)

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)

