

# Vacancy Newsletter

## 11<sup>th</sup> November 2022

east lothian  
**works**

**Role:** Apprentice Office Assistant

**Company:** Babington

**Location:** Haddington

**Salary:** £6.83 per hour (age 16 – 19)

**Hours:** Full-time

Babington are a leading provider of apprenticeships, professional training courses and learning solutions. They are supporting their client to recruit an Apprentice Office Assistant, based in Haddington.

This is an exciting opportunity to start your career in administration. The role of the Office Assistant is to support the smooth running of Head Office and store staff in providing general administration and organisational support across the business as you progress on your apprenticeship in SCQF Level 6 in Administration.

Your days will be varied, and will include the following:

- Answer telephone calls, transfer to other colleagues and pass on messages.
- Greet and direct visitors, offer refreshments to visitors and staff.
- Deal with any maintenance issues in Head Office.
- Organise the office and keep it tidy.
- Managing office supplies, including refreshments for Head Office.
- Assist with post office duties as required.
- Opening, sorting and distribution of mail daily.
- Run errands required by Head Office.
- Printing or binding of documents.
- Filing and archiving documents.
- Liaise with staff in all other departments.
- Arrange booking of flights, hotels and travel.
- Arrange meetings by reserving rooms / boardroom.
- Deal with queries from store team members.
- Light accounts support dealing with suppliers.
- Booking skips and arranging collection as required.
- Remind stores re Vehicle servicing /MOT and Tax renewals of company vehicles.
- Other tasks as allocated by the Senior Management Team.

Requirements:

Aged 16 – 19

Currently unemployed

English National 5

To for more information, follow the link: [Indeed.co.uk | Office Assistant Apprenticeship - Haddington](https://www.indeed.co.uk | Office Assistant Apprenticeship - Haddington)

To apply, send a CV to [Jamie.Dobson@babington.co.uk](mailto:Jamie.Dobson@babington.co.uk)

**Role:** Receptionist  
**Company:** Haddington Care Home  
**Location:** Haddington

**Salary:** £10.50 per hour  
**Hours:** 16 hours per week

As Receptionist, you will ensure the care homes high standards are always maintained and that each team member treats residents in the way that they would like to be treated.

**Responsibilities**

- Answering incoming telephone calls and deal positively with any resulting enquiries.
- Sorting through incoming mail and distributing accordingly.
- Responding positively to any face-to-face enquiries and help both visitors and clients
- Providing secretarial support, maintain records and provide updated resident information on a daily/weekly basis.
- General filing and record maintenance
- Photocopying
- Working towards company policies and assist and contribute where possible.
- Any other duties considered reasonable by the manager or proprietor

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

**Role:** Kitchen Assistant  
**Company:** Haddington Care Home  
**Location:** Haddington

**Salary:** £9.50 per hour  
**Hours:** 32 hours per week

As Kitchen Assistant, you will assist in the preparation and delivery of high-quality food and beverages whilst maintaining a clean and safe environment suitable for its production.

**Key Responsibilities:**

- Preparation of food.
- General cleanliness and tidiness of the kitchen area, equipment and appliances.
- Receiving, checking and safely storing kitchen deliveries.
- Understand and implement the principles of safe food handling.
- Understand and implement cleaning procedures and requirements of different surfaces and equipment.
- Ensure the areas are well presented and maintained in good condition.
- Practice safe systems of work across a range of tasks.
- Understand personal responsibilities regarding to Health and Safety at Work legislation
- Act in a professional and courteous manner at all times.
- Encourage and contribute to working as a team.
- Advise and liaise with the management team on the supply and quality of items used to carry out tasks.
- Responsible for the safe and tidy storage of supplies and equipment in line with your area of work.
- Take responsibility to read, understand and adhere to the company policies and procedures.

For more information, and to apply online, follow the link: [Indeed.com | Kitchen Assistant - Haddington](#)

**Role:** Barista  
**Company:** Costa Limited  
**Location:** North Berwick

**Salary:** £10 per hour  
**Hours:** Full-time

Costa Coffee are all about passion, energy and teamwork, serving memorable moments for every one of their customers. As a Barista you'll be working for the nation's favourite coffee shop, you will enjoy brilliant training and amazing benefits so that you enjoy Costa coffee as much as their customers do.

**A bit about the role:**

You'll perfect your craft through amazing training, taking care to make every customer experience an awesome one. In addition to this you will enjoy the following:

- Crafting great coffee with your passion and energy for that perfect blend
- Serving customers with a smile ensuring customers walk away happy
- Being knowledgeable and confident about all Costa products
- Working with your team to maintain health & safety and cleanliness across the store
- Most importantly, have fun at work. Learn, develop and meet some great people.

**A bit about you:**

A great Barista will love coffee, and have a genuine passion for people, as well as the desire to learn and be the best they can be. No experience is required, just a can-do attitude and:

- A positive outlook with bags of personality
- A passion for delivering excellence in everything you do
- Good communication skills because you will be talking to our amazing customers daily
- Courage to show your confidence
- You will often need to multitask, therefore a hard-working attitude is key here

For more information, and to apply online, follow the link: [Barista – Costa Career Portal](#)

**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:**

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