

Vacancy Newsletter

18th November 2022

east lothian
works

Role: Apprentice Warehouse Person

Company: Howdens

Location: Dunbar

Salary: £15,000 per year

Hours: Full-time, 40 hours per week

Closing date: 6th December 2022

Howdens Joinery has built a reputation that builders can trust through offering best local price and providing product from local stock. Howdens invest in their people and provide thorough on the job training and excellent career progression opportunities, reflected in their placement at Number 17 in the Top 100 Apprenticeship Employers table 2022.

Summary of the Role

Howdens operate an 'in stock' business through all their depots. Their Warehouse Person is responsible for effective stock maintenance, compliance with strict health and safety regulations and high standards of customer services

The Role

As an Apprentice Warehouse Person you will learn to:

- Deal with customers in a courteous, professional, and knowledgeable way.
- Maintain general housekeeping duties within the warehouse including stock rotation, cleanliness, tidiness and compliance with Health & Safety guidelines.
- Carry out security and compliance checks on all incoming stock and outgoing orders while adhering to stock management guidelines to ensure accuracy.
- Carry out daily checks on the forklift truck and other mechanical equipment and report all defects to the Depot Manager.

The Person

- Excellent attention to detail
- Ability to work using own initiative
- Good communication skills
- Planning and organising skills
- Ability to prioritise own workload
- A desire for continuous personal and professional development
- It is desirable that candidates have achieved at least 5 National 4 or National 5 qualifications

The Apprenticeship

- SQCF Level 2 – Warehousing & Storage with possible advancement to Level 3
- Training provided by in house Learning & Development Team
- Support from external training provider
- 13 Month Programme

For more information, and to apply online, follow the link: [Howdens Joinery Co Careers | Apprentice Warehouse Person](#)

Role: Retail Assistant
Company: The Food Warehouse
Location: Haddington

Salary: £9.50 per hour
Hours: Part-time, 7.5 hours per week

The Food Warehouse are a fair and ethical retailer, who believe in investing in people and making a difference. They are now recruiting for a Retail Assistant to join the Food Warehouse family.

As a Retail Assistant, you are at the heart of the operation. The Food Warehouse is looking for individuals who share their energy and passion and will contribute to their ongoing success. Your role is to ensure that you deliver great standards and a store to be proud of whilst making sure the customers have the best experience when shopping.

The Food Warehouse can offer you flexibility and a variety of shift patterns, a great rate of pay, and the opportunity to become part of a supportive and connected family.

For more information, and to apply online, follow the link: [Iceland Careers | Retail Assistant](#)

Role: Customer Service
Company: Royal Bank of Scotland
Location: Haddington

Salary: £22,410 per year, pro-rata
Hours: Part-time, 21 hours per week

As the first point of contact in the branch, customers will be at the very heart of your role, so you'll be committed to providing outstanding service in every interaction.

Day-to-day, you'll be:

- Having proactive conversations, understanding the needs of our customers and helping them with their banking needs
- Completing general banking requests such as payments, balance enquires and transfers
- Helping customers to understand the different ways they can bank with us and the range of services we can offer
- Identifying opportunities to help customers with simple financial products, and collaborating with other teams to provide a seamless customer experience

The skills you'll need

Strong communication skills are a must, as you'll need to highlight the benefits of our products and procedures to our customers in a way that's easy to understand.

You'll also need:

- A passion for customer service and strong attention to detail
- The ability to thrive under pressure and have the determination to continuously improve service for our customers while meeting your personal and branch goals
- Strong interpersonal skills and the ability to work well as part of a team
- The commitment to develop new skills and responsibilities

For more information, and to apply online, follow the link: [Natwest Group Careers | Customer Service](#)

Role: Delivery Driver - Moped

Salary: £9.50 per hour

Company: Domino's

Hours: Full-time

Location: Tranent

Closing date: 28th December 2022

Do you love driving a Moped? Have you ever thought of being a Moped Delivery Driver?

Are you looking for a fun and flexible role enabling you to work within a fast-paced team environment?

Responsibilities:

- Upholding a positive brand image and providing excellent customer service at all times.
- Managing cash and card transactions effectively in accordance with company procedures.
- Delivering products safely and securely, avoiding unnecessary risks by adhering to all safety and security procedures.
- Working as part of the Domino's team by helping out in store when your area of specialism is slow.

Essential Skills/Knowledge:

You need to hold at least a Provisional UK Driving Licence with CBT Certificate, Full EU or Full International Motor Cycle Licence. You will also need to be at least 18 years old.

- Experience isn't necessary as we'll provide you with a full induction and training programme.
- Available to work evenings and weekends
- Good knowledge of the local area

Additional information:

This role can also involve physical demands such as lifting, carrying and reaching.

- The work conditions can often incur extreme temperatures during the winter and summer months with heat from the oven and the coolness from the walk in fridge, coupled with outdoor activities such as refuse disposal, deliveries and cleaning windows.
- Other tasks will include folding of boxes, cleaning, stocking up the drinks fridges.
- You may be required to answer phones to take customer orders.
- Training will be provided by the company. However, previous experience is a plus.

For more information, and to apply online, follow the link: [Domino's Jobs | Moped Delivery Driver](#)

Role: Delivery Driver - Bicycle

Salary: £9.50 per hour

Company: Domino's
available

Hours: Full-time and Part-time flexible hours

Location: Tranent

Closing date: 28th December 2022

Domino's have 220 stores across the UK and are looking for full or part time drivers to join their fun & expanding business.

They are offering you a chance to represent their exciting and fast paced business by becoming a driver for the number one pizza company in the world! As their Driver you will be passionate about the brand and delivering fresh pizza on time, together with amazing customer service skills.

Requirements to be a Delivery Driver Cyclist:

- Own Bicycle

For more information, and to apply online, follow the link: [Domino's Jobs | Delivery Driver - Bicycle](#)

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 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

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

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