

# Vacancy Newsletter

10<sup>th</sup> March 2023

east lothian  
**works**

**Role:** Technical Officer

**Company:** Cablecom Electrical

**Location:** Edinburgh

**Hours:** Full-time, 39.5 hours per week

**Salary:** Commensurate with experience

Cablecom Electrical has an exciting opportunity for a Technical Officer to join their team.

The principal purpose of the role is varied and deadline driven, so excellent prioritisation and organisational skills are essential.

## What you'll be doing

In the role of Technical Officer your duties and responsibilities will include:

- Preparing technical drawings
- Co-ordinating with Engineers to produce as built drawings
- Compliance with internal drawing standards and procedures
- Completing O&M Manuals in accordance with CDM regulations
- Undertaking lighting designs of common stairs, offices etc. using Relux software
- Completing test certification within the BS 7671 guidelines
- Completing various Mechanical services test certification (i.e., gas certificates, pressure test certs, drainage certs & ventilation certs)
- Compiling forms/spreadsheets on request of engineers/line managers

## What we need from you

We're ideally looking for someone who has the following skills:

- Excellent computer literacy skills
- Good interpersonal skills to enable you to work as part of a team and help others
- Good attention to detail to ensure quality of work does not fall below expected levels of accuracy
- Numeracy and keyboard skills, knowledge of MS Office applications
- Ability to prioritise work and manage several tasks concurrently
- Ability to work on your own initiative • Knowledge of drawing software (AutoCAD) is advantageous but not essential
- Knowledge of lighting design software (Relux) is advantageous not essential

Qualifications:

- HNC in Electrical Engineering or relevant subject would be beneficial but not essential
- Higher Computing Grade C or above (or equivalent)
- Higher Maths Grade C or above (or equivalent)

If you are interested in applying for the above position, please forward a CV to: [mail@cablecom-ltd.com](mailto:mail@cablecom-ltd.com)

**Role:** Care Assistant

**Company:** Call-In Homecare Ltd

**Location:** Vacancies across East Lothian

**Salary:** £10.70 per hour

**Hours:** Full-time and Part-time hours available

At Call-in Homecare, we support service users in all aspects of their daily lives, enabling them to live with purpose and dignity.

Call-In welcome everyone to apply, no matter your experience level. If you have experience as a Care Assistant, Support Worker, Carer, HCA, Health Care Assistant or in the NHS we would love to hear from you. However, if you do not have experience, we provide full training and encourage candidates from all sectors to apply.

#### **What We Are Looking For**

- Kind, caring and compassionate people
- Good level of English
- Experienced & non-experienced carers – everyone is welcome as we provide full training!

#### **Your Role as a Care Assistant in the Community**

- Assisting our clients in all aspects of their daily life, i.e. meal preparation, medication prompts and general domestic support
- Assisting clients with personal care
- Supporting clients to take an active role in the planning and provision of their care
- Recording and reporting daily visit information

For more information, please visit <https://www.call-inhomecare.co.uk/>

If you have any questions, please call us on 01316567310, Press Option 5 (Recruitment) and ask to speak with one of our Recruitment Consultants.

For more information, and to apply online, follow the link: [Call-In Homecare | Community Care Assistant](#)

**Role:** Shop Assistant  
**Company:** Alanda's Gelato  
**Location:** North Berwick

**Hours:** Full-time and Part-time hours available  
**Salary:** up to £11.50 per hour

Alanda's Gelato are looking for confident, outgoing individuals who enjoy interacting with people, working on their own and also as part of a team.

This role includes:

- General cleaning, organising, and restocking
- Serving customers using the till and applying excellent customer service skills
- Making tea's and coffees (barista training will be provided)
- Working as part of a team and using your initiative to solve day to day problems/tasks
- Most importantly scooping gelato!

There are plenty of growth opportunities within this role.

For more information, and to apply online, follow the link: [Indeed.co.uk | Shop Assistant](#)

**Role:** Counter Assistant  
**Company:** Gullane Superfry  
**Location:** Gullane

**Hours:** Part-time, 16-24 hours per week  
**Salary:** £12 per hour

Role involves:

- serving customers
- taking phone calls for orders
- working with multiple staff
- keeping your station clean.

For more information, and to apply online, follow the link: [Indeed.co.uk | Counter Assistant](#)

**Role:** Workshop Assistant

**Company:** The Crafty Kit Company

**Location:** East Linton

**Hours:** Part-time, 24 hours per week

**Salary:** £10.50 per hour

### **About the Business**

The Crafty Kit Company is a fast growing, dynamic business based in East Lothian. They design and manufacture craft kits to sell to consumers and trade customers all over the UK and abroad.

### **Job Summary**

They're currently on the lookout for just the right people to join the team to pack their craft kits and assist in their busy studio.

### **Candidate Responsibilities and Duties**

You'll be responsible for creating batches of kits from scratch, working from a 'recipe' called a bill of materials. You'll need to have great attention to detail to ensure that each kit is created with 100% accuracy and consistency every time. You'll also need to be able to work at a fast pace, meeting production targets for both quantity and speed.

Proposed hours are three days a week, 9am to 5pm but we can be flexible around childcare needs.

Previous experience would be an advantage but is not essential. Some weekend work may be available.

For more information, and to apply online, follow the link: [Indeed.co.uk | Workshop Assistant](#)

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

### **Contact:**

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Email: [ELworks@eastlothian.gov.uk](mailto:ELworks@eastlothian.gov.uk)

