

Vacancy Newsletter

17th March 2023

east lothian
works

Role: Modern Apprenticeship - Print and Business Administrator

Company: Eastern Exhibition and Display Limited

Location: Musselburgh

Hours: Full-time, 40 hours per week

Salary: £22,672 per year

Closing date: 31st March 2023

Job overview

Eastern Exhibition & Display offer creative and practical solutions for any and all types of display. They supply both graphic and exhibition build solutions for both interior and exterior projects and support branding for any type of event. They aim to make our customers' vision a reality and are renowned for delivering the best quality products on time, on budget, every time for over 40 years.

If you have a passion for creative projects and committed to developing your skills and gaining a recognised qualification Eastern may be the place for you.

This apprenticeship will take 2 to 2.5 years to complete.

What will I learn?

Key skills that you will learn are:

- Send and receive digital files
- Print production processes
- Produce Print Estimates and Data for Invoicing
- Tender Writing: Identify Opportunities, Complete and Submit Tender Documents
- Monitor Costing Systems
- Procurement for Print Services
- Monitor and Solve Customer Service Problems
- Plan, Schedule and Monitor Print Production
- Maintain H&S company documents

What qualification or qualities are required?

You'll have a head start in this vacancy if you've completed a Foundation Apprenticeship in a related field.

Applicants wishing to be considered as an apprentice should have four qualifications at National 5 level or above, including Maths and English.

Experience of Office 365 especially outlook, word and excel would be advantageous.

For more information, and to apply online, follow the link: [Apprenticeships Scot | Print & Business Administrator](#)

Role: Kitchen Assistant

Company: Haddington Care Home

Location: Haddington

Salary: £9.50 per hour

Hours: Part-time, 16 hours per week

Haddington Care Home is looking to recruit a Kitchen Assistant.

Haddington Care Home offers exceptional levels of nursing, residential and dementia care. Purpose-built in 2018 and spread across three floors, Haddington has all of the home comforts you would expect from a luxury facility, with a real attention to detail when it comes to meeting each resident's individual needs.

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 - *Carry out duties within the kitchen area in accordance with the work schedule including:*

- 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.co.uk | Kitchen Assistant](https://indeed.co.uk/jobs?q=Kitchen+Assistant&location=Haddington)

Role: Bakery Operative
Company: The Premium Bakery Ltd
Location: Prestonpans

Hours: Full-time, 40 hours per week
Salary: £11 - £11.50 per hour

The Premium Bakery is looking for an enthusiastic person to join their company full time. The candidate will work as part of our bakery team where they will be trained in all aspects of work conducted within the bakery.

Weekend work is required, as is the ability to work as part of a team. Must be a good time manager and have a flexible approach to work.

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

Role: Finance Assistant
Company: Drift2 Limited
Location: North Berwick

Hours: Part-time, 26 hours per week
Salary: £10.42 - £12 per hour

Drift2 Limited is seeking a Finance Assistant to work as part of a growing Agritourism team.

The successful candidate will support and assist with the daily tasks of a relaxing office environment, including data entry, confidential and sensitive material handling, as well as general clerical duties. They are looking for a reliable individual who is capable of effectively multitasking, communicating clearly, and meeting deadlines. The position would also suit those looking for a career change with transferable skills.

Our work environment includes:

- Modern office setting
- Relaxed atmosphere
- Work-from-home days

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

Role: Cleaner

Company: Bright & Beautiful

Location: Haddington

Hours: Full-time and part-time available

Salary: £9.50 - £10.42 per hour

Our Business

Bright & Beautiful is an award-winning concept in domestic cleaning services, providing eco-friendly cleaning, tidying, laundry and ironing; with the highest standards of security and service! Their Domestic Cleaners are the face of their business and are experts at providing tailored housekeeping solutions.

Bright & Beautiful deliver dedicated housekeeping services to beautiful homes and believe in hiring positive, hardworking individuals who have high standards.

As a Domestic Cleaner, you will have:

- A keen eye for detail
- Meticulous standards
- A positive and courteous attitude
- An energetic and efficient approach to work
- Be a great people person

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

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

Contact:

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