

Vacancy Newsletter

21st April 2024

east lothian
works

Company: Drift

Location: North Berwick

Role: Head Chef

Hours: Full-time

Salary: from £17.50 per hour

Drift is a unique coffeehouse made up from converted shipping containers with breath-taking views over unspoilt miles of Firth of Forth coast and the Bass Rock. It is perfect for walkers, cyclists, day trippers and tourists (we're half a mile away from Tantallon Castle) and very popular with locals too.

Job Description

Within the last 2 years Drift has expanded its kitchen to further its original, very basic brunch, light lunch and coffee and cake offering. We believe we now have a unique eatery offering both coffee and cake along with bistro style food.

As an ever expanding business with many exciting opportunities we are looking to recruit an enthusiastic Head Chef who is looking to grow their leadership skills within our current Kitchen Brigade. A calm, especially under pressure attitude is also sort after with a positive manage and lead by example approach. We are looking for the applicant to provide information and a vision in how to build a team, their confidences, how to link with our front of house team and demonstrate how this combination contributes to growth in turnover, gross profit and further enhance customer experience.

The successful candidate would be involved in consolidating the current vision whilst investing time to grow it step by step maintaining the Drift brand. They would be keen to continue to assist in our vision to use Scottish produce to create hearty, creative but warming dishes that deliver on flavour meeting with customer expectation. A strong connection between land and sea are a must, this makes up a big part of the business with both playing a huge role in the panoramic views from the building.

Knowledge on cost margins, time management and sustainability are essential.

Equal share of staff gratuities offered to all team members and discount on all meals. A management bonus scheme based on turnover targets will also be offered.

The successful candidate will join a warm and friendly team within this family Agritourism business and assist in a whole day menu from preparation to delivery. We welcome ideas and feedback to help us strive in achieving the vision together.

Experience: Cooking – 4 years (preferred)

To apply for this role at Drift, contact Joanna McNicol on 0773 322 6014, jo@driftalong.co.uk
www.driftalong.co.uk

Company: IOM

Location: Riccarton, Edinburgh

Role: Business Management Graduate Apprentice

Hours: Full-time

Salary: £21,255 per annum

IOM are a major independent centre of scientific excellence in the fields of occupational and environmental health, hygiene and safety.

Working in partnership with Heriot-Watt University, they are looking to expand and develop our Finance team with the introduction of a Business Management Graduate Apprentice.

Graduate Apprenticeship Programme

This is a full-time role with excellent learning and career opportunities. Fully-funded for those eligible, the successful candidate will undertake a Graduate Apprenticeship which gives an exciting way for you to gain a MA (Hons) Degree in Business Management whilst working and gaining valuable industry experience that will set you apart from your peers.

You will study 1 day per week at Heriot-Watt University whilst being a key member of the finance team.

The Role

Reporting directly to the Finance Manager, within a small and friendly multi-disciplinary team, you will work as a business partner across the organisation ensuring our accounts are accurate, processes and controls are maintained, continually improved and will provide support and guidance to the wider teams and stakeholders.

Some of the main duties you will be involved in are, but not limited to:

- Processing sales invoices and credit notes using NetSuite software package.
- Receiving queries from debtors and following them up to ensure effective cash flow.
- Raising and sending system-generated emails to customers with overdue debts and following through with debt collection activity and escalation where needed.
- Registering purchase invoices and credit notes, matching to purchase orders and paying suppliers.
- Reviewing and paying staff expense claims.
- Supporting the Team with shared workload, holiday cover and project activity.
- Engaging with other Teams including providing them with valuable information and insights, suggesting improvements to processes and providing advice, tips and tools to work more effectively and efficiently.
- Developing in the role to become commercially aware, gaining understanding of our business, assisting in production of monthly accounts and associated activity as well as being involved in other wider business improvement projects and collaborative working.

The Candidate

We are keen to hear from candidates with a keen interest in Business particularly Finance & Accounts. To be successful in this role you will have to demonstrate the following skills and qualities:

- Strong numerical and written skills
- Willing to learn and enjoys working in a team
- Self-motivated with a can do and flexible attitude to work
- Proficient IT skills – Microsoft package including Teams, Excel, Word, Outlook
- Excellent communication skills
- Organised individual with the ability to plan and prioritise
- A curious and solutions focused mindset

For more information, and to apply online, follow the link: [IOM | Business Management Graduate Apprentice](#)

Company: The Lobster Shack and The Rocketeer Restaurant

Location: North Berwick

Role: Waiting Staff (18+)

Hours: Part-time and full-time roles available

Salary: excellent rate of pay based on experience (above minimum wage)

The Lobster Shack opened in 2011 and has grown into a very busy takeaway restaurant serving fresh local seafood.

The Rocketeer Restaurant opened in 2012 and serves breakfasts, lunch and dinner and has become as popular as the Shack.

Key tasks:

- Serving customers.
- Pouring drinks.
- Operating the till.
- Keeping work area clean and tidy

To apply, send a CV and covering letter to Yvonne Campbell, Manager - 07963 090 729
yvonne.lobstershack@gmail.com

Company: George Andersons and Sons

Location: Tranent

Role: Delivery Driver

Hours: Full-time

Salary: £10.90 per hour

We are looking for an enthusiastic multi-drop driver.

You will be working within our busy and demanding company based in East Lothian.

Must be able to:-

- Deliver number of order to customers.
- Complete relevant paperwork.
- Provide customer with highest level of service.
- Competent in driving a long wheel based sprinter van.
- Good geographical knowledge of Scotland's main towns.
- Have positive "can do" approach to work.

Please note this is a very physical job and requires heavy lifting.

Must have current full UK Licence.

Early starts required 3am onwards.

Weekend work required.

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

Company: John Gilmour Butchers

Location: Macmerry

Role: Office Assistant

Hours: Part-time

Salary: £10.50 per hour

Who we are:

John Gilmour Butchers is an award-winning, high-end commercial butcher supplying prestigious hotels and restaurants across Scotland. A third-generation family business, we are expanding rapidly thanks to an established reputation for delivery quality and consistency.

- We are a small team meaning your input makes a difference.
- Our factory is located in East Lothian with a move to a new, larger factory on the horizon.

We are looking for a Part time office assistant. Working 09:00-14:00 four days per week (Monday, Tuesday, Thursday and Friday).

Duties include:

- Handling inbound and outbound telephone calls with customers, suppliers, and others. Single manning the phones when others are on lunch break.
- Responding to email enquiries that come into the shared mailbox.
- Processing customer orders
- Updating Online ordering platforms (training will be provided)
- Taking card payments over the phone
- Shredding and Filling paperwork
- Processing, scanning and uploading credit applications to customer accounts.
- Stationary control

Skills and Attributes:

- Good ICT skills.
- Ability to multitask
- Good phone manner
- Strong communication skills

For more information, and to apply online, follow the link: [Indeed.com | Part Time Office Assistant](#)

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

