**Snippets Bulletin** – 19 October 2018

Do you need help to apply for any of these opportunities? If so, please phone 01506 434249, or call into Skills Development Scotland, Cairngorm House, Almondvale Boulevard, Livingston to arrange an appointment.

This bulletin is usually updated on a weekly basis, which means that recruiting companies can take off vacancies and add new ones in between issues, so please use this bulletin as a signposting aid only.

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| New! Sales Assistant (seasonal), HMV, Almondvale Centre, Livingston (20 hours) - <https://bit.ly/2RX82tL>Closing date 31 October |
| New! Retail Team Member, Krispy Kreme, Almondvale Centre, Livingston - <https://bit.ly/2O4y4cj>  |
| New! Sales Assistant (Christmas Temp), Savers, Almondvale Centre, Livingston (16 hours) - <https://bit.ly/2CRhElr>  |
| New! Full-time and Part-time Sales Advisors, The Yankee Store, The Centre, Livingston. 2 years experience preferred - <https://bit.ly/2PFHxr7>As advertised on Indeed |
| New! Recycling Operative, Lidl, Livingston. 11-20 hours per week. Must be available to work days or night shifts, so probably 18+ preferred - <https://bit.ly/2P5M6Os>  |
| New! Valeter/Apprentice Vehicle Repair Technician, Armit’s Autos, Broxburn - <https://bit.ly/2RQVRyB> As advertised on Indeed |
| New! Sales Adviser (Christmas Temp), Superdrug, Almondvale Centre, Livingston (8 hours) - <https://bit.ly/2OwQ6Ij>  |
| New! Sales Assistant, WH Smith, Bathgate (16 hours over 5 days) - <https://bit.ly/2Pa5TfC>  |
| New! Sales Advisor, H&M, Almondvale Centre, Livingston (20 – 25 hours) - <https://bit.ly/2ym4XLK>  |
| New! Farm Assistant Operative (poultry), Hook2Sisters Ltd, Broxburn (fixed term 10 months). Must be physically fit as there is heavy lifting involved - <https://bit.ly/2EqdGBQ> |
| New! Waste Operatives, West Lothian Council, Bathgate. Must have experience of general labouring and semi skilled duties and basic knowledge of health and safety - <https://bit.ly/2S0NosL>. Closing date 28 October.  |
| New! Accounts Apprentice, Mazars, Edinburgh. Apply now for the Sept 2019 programme - <https://bit.ly/2lCsLps>. See also attached info. Closing date 18 November.  |
| Restaurant Customer Advisor, Dobbies, Houstoun Mains, Livingston (part-time, permanent) - <https://bit.ly/2NB65zK>. Closing date 11 November. |
| Sales Adviser, New Look, Almondvale Centre, Livingston (Closing date 9.11.18) - <https://bit.ly/2Egy9sG>. 4, 8 and 12 hour contracts available.  |
| Sales Adviser/Retail Adviser, Yours, Livingston - <https://bit.ly/2CbYPs3> Closing date 3 November. |
| Accounting and Business Advisory Assistant Apprenticeship, RSM, Edinburgh – intake August 2019<https://bit.ly/2zUk3cm>. Closing date 30 November. VAT Tax Assistant Apprenticeship, RSM, Edinburgh – intake August 2019 - <https://bit.ly/2Rt5dQW>. Closing date 30 November.Audit Assistant, RSM, Edinburgh – intake August 2019 - <https://bit.ly/2Ct4PgO>. Closing date 30 November.  |
| Customer Assistant – Sales Floor, Marks & Spencer, Livingston Designer Outlet (Weekend only, Temporary, Less than 20hr)<https://bit.ly/2PzbLMp>(Also 2x Customer Assistant at Marks & Spencer Gyle, Edinburgh). |
| Xmas Sales Assistants, Smiggle, Almondvale Centre, Livingston (part-time) - <https://bit.ly/2DZmCOz>. Closing date 31 October.  |
| Sales Assistant- Stock and Delivery Colleague, Dunelm, Livingston – minimum 16 hours - <https://bit.ly/2QB8lsx> Sales Assistant – Service, Dunelm, Livingston – minimum 16 hours - <https://bit.ly/2y753GH>  |
| Seasonal Sales Assistant, The Works, Livingston Designer Outlet – 4 hour contract - <https://bit.ly/2Rx4ONf>  |
| Retail Assistant x2 , Iceland, Livingston (permanent, part-time) - <https://bit.ly/2Nus3EG> Cleaner, Iceland, Livingston (permanent, part-time) - <https://bit.ly/2Ork2FN> |
| Customer Service Advisor, Argos, Bathgate (part-time) - <https://bit.ly/2E6KvDO>  |
| Casual Catering Assistant, Tesco Distribution Centre, Livingston (recruitment via Elior) - <https://bit.ly/2C48KzF>  |
| Team Member, Greggs, Livingston (16 hours between the hours of 12-8.30pm) - <https://bit.ly/2zXwjc1>  |
| Instore Visual Merchandiser, Ted Baker, Livingston - <https://bit.ly/2pkmhvq>  |
| Seasonal Sales Assistant, The Card Factory, Almondvale Centre, Livingston. Minimum 6 hours per week - <https://bit.ly/2MNVXTM>. Closing date 7 December.Seasonal Sales Assistant, The Card Factory, Bathgate. Minimum 6 hours per week - <https://bit.ly/2Qr8rmJ>. Closing date 7 December. |
| Business Admin Apprentice, Sibbald Training, Armadale - <https://bit.ly/2pnFwEl>  |
| Personal Shopper, Tesco, Bathgate (Various Shifts). 18yrs +. Closing 31.10.18.<https://bit.ly/2IYbiRx>5x Festive Colleague, Tesco, Bathgate (evenings/night, temp, part-time). Closing date 31 October <https://bit.ly/2E6f5NW> Festive Colleague, Tesco, Bathgate (days, temp, part-time). Closing date 31 October - <https://bit.ly/2zNeFru>  |
| Store Assistant, Tool Station, Livingston (part-time – 20 hours) - <https://bit.ly/2DT22ze> Closing date: 11.12.18. |
| Christmas Casual, Royal Mail Parcel Sort Centre, Bathgate - <https://bit.ly/2Qgo1SR> Christmas Casual, Royal Mail Delivery Office, Livingston - <https://bit.ly/2N7OC5G> |
| Kitchen Assistant, Heatherfield, Armadale (bank – as and when needed) - <https://bit.ly/2O1wQOR>. Closing date 25 November 2018.  |
| Trainee Pharmacy Adviser, Boots, Shotts/Harthill (part-time, weekends only) - <https://bit.ly/2O3lDBm> Customer Assistant, Boots, The Gyle, Edinburgh (Part-time, less than 16).<https://bit.ly/2ROvzwK> |
| Customer Service Representative, Iron Mountain, Livingston - <https://bit.ly/2Nup53D>  |
| Barista, Starbucks, Livingston Designer Outlet - <https://bit.ly/2MZs6Mw>  |
| Front of House, Wagamama, Livingston (full-time, permanent) - <https://bit.ly/2QKbrL2> Chef, Wagamama, Livingston - <https://bit.ly/2NEWEiZ> Kitchen Porter, Wagamama, Livingston - <https://bit.ly/2MiHAe2>  |
| Part-time Sales Assistant, Mountain Warehouse, Livingston Designer Outlet (8 hours) - <https://bit.ly/2KNRwas>  |
| Housekeeping Team Member (16 hours), Livingston Travelodge - <https://bit.ly/2NGQ2AJ>  |
| Service Assistant, Screwfix Direct, Livingston (24hrs) - <https://bit.ly/2yEGbpf> |
| Kitchen Porter, Norton House Hotel, Newbridge - <https://bit.ly/2IDuZ0U> Kitchen Porter/ Kitchen Assistant, Norton House Hotel, Newbridge - <https://bit.ly/2K60T5j> Apprentice Chef, Norton House Hotel, Newbridge - <https://bit.ly/2wes34P> Food and Beverage Server (weekend breakfast) - <https://bit.ly/2D5YiK7>  |
| Mitchells and Butler currently has the following vacancies:Chef, kitchen assistant and waiting staff across Edinburgh and the Lothians - <https://bit.ly/2P48i8p> Apprentice Chef, Bar and Waiting Apprenticeships and Hospitality Management Development Apprenticeships available in Edinburgh and South Queensferry - <https://bit.ly/2xs6s9W>  |
| Store Apprenticeship, Aldi – Opportunities available across the central belt, including in Livingston, Bathgate, Whitburn and Linlithgow stores. - [**https://bit.ly/1C4qzdS**](https://bit.ly/1C4qzdS) |
| GTG Training is looking to fill the following vacancies:Light Vehicle Mechanic, Blackhall, Edinburgh - <https://bit.ly/2nh9s4g> Light Vehicle Mechanic, Corstorphine, Edinburgh - <https://bit.ly/2Mnb0ED> Warehouse and Storage Apprentice, Newbridge, Edinburgh - <https://bit.ly/2KZnG72> Light Vehicle Mechanic, Maidencraig, Edinburgh - <https://bit.ly/2MFvyZ6> Light Vehicle Mechanic, Marchmont, Edinburgh - <https://bit.ly/2P20vZj> Light Vehicle Mechanic, Craigentinny, Edinburgh - <https://bit.ly/2v0OXfH> Apprentice Body Repairer, Edinburgh Cars, Edinburgh - <https://bit.ly/2LIZuGy> Light Vehicle Mechanic Apprentice, Newbridge - <https://bit.ly/2NGfRBq> Light Vehicle Mechanic Apprentice, Bo’ness - <https://bit.ly/2wBTHK6> Light Vehicle Mechanic Apprentice, Musselburgh - <https://bit.ly/2BBbDcO> Apprentice Light Vehicle Technician, Clan Garage, Roseburn, Edinburgh - <https://bit.ly/2KK2p1T> Apprentice Light Vehicle Technician, Union Motor Company, Wester Hailes, Edinburgh - <https://bit.ly/2L2STD8> There are other apprenticeships available on the GTG website. If you can travel to other areas take a look at <https://bit.ly/2KZGS4I> |
| The Dalmahoy Hotel and Country Club, Edinburgh is currently looking for a linen porter, room attendant and reservations agent - <https://bit.ly/2z8ldm5>  |
| Apprenticeship in Hospitality Programme - various locations available including Edinburgh and Glasgow - <https://bit.ly/2KovxaY>  |
| Next, The Elements, Livingston is looking for a Christmas support team (closing date 7.11.18) . Various hours available - <https://bit.ly/2zHpEoe>  |
| Full and Part-time Crew Members, McDonalds, Livingston - <https://bit.ly/2lRWBDT>  |
| Customer Service Apprenticeship, Royal Bank of Scotland, Edinburgh – [**https://bit.ly/2OL8OYc**](https://bit.ly/2OL8OYc)  |
| The Eastern Western Motor Group currently has the following vacancies:Apprentice Panel Beater, Accident Repair Centre, Broxburn - <https://bit.ly/2KGmAKk>  |

[www.apprenticeships.scot](http://www.apprenticeships.scot)

See below *a selection*of the opportunities currently advertised on the [www.apprenticeships.scot](http://www.apprenticeships.scot):

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| New! Scottish Government – Business Support Administrator (Revenue Scotland), Edinburgh - <https://bit.ly/2q240Ug>. Closing date 26 October. |
| New! Scottish Government – Administrative Officer (Social Security Directorate), Edinburgh - <https://bit.ly/2NQYMEp>. Closing date 31 October.  |
| New! Warehousing Assistant, Edinburgh - <https://bit.ly/2MwA1ML>. Closing date 31 October. |
| New! Digital Marketing Analyst, Edinburgh - <https://bit.ly/2CSBVqF>. Closing date 24 October.  |
| New! Digital Marketing Assistant, Broxburn - <https://bit.ly/2O8leOb>. Closing date 1 November.  |
| New! Business and Administration, Broxburn - <https://bit.ly/2P23BiA>. Closing date 31 October.  |
| New! Administrative Assistant, Edinburgh - <https://bit.ly/2yQvTCw>. Closing date 3 November. |
| New! Medical Receptionist, Edinburgh - <https://bit.ly/2OhxRT0>. Closing date 31 October.  |
| New! Operations / Inventory Clerk Assistant, Pinstripe Inventories, Edinburgh - <https://bit.ly/2J7vIr8>. Closing date 25 October.  |
| New! Business and Administration, Edinburgh (based in an accountancy firm) - <https://bit.ly/2NR5t9v>Closing date 31 October. |
| New! Administration Assistant, Edinburgh (based with a company that is the leading provider of health and safety services) - <https://bit.ly/2yQvTCw>. Closing date 3 November. |
| New! Service Team Assistant, Shepherd and Wedderburn, Edinburgh - <https://bit.ly/2NOSe92>. Closing date 24 October. |
| New! Administrative Assistant, Innis & Gunn, Edinburgh - <https://bit.ly/2PHrdpP>. Closing date 5 November.  |
| New! Hospitality Assistant – Food Production, Steak Restaurant Picardy Place, Edinburgh - <https://bit.ly/2yrfDsn>. Closing date 24 October.  |
| Business Administrator, The University of Edinburgh - <https://bit.ly/2IPl8Fb>Closing date 26 October.  |
| Trainee Travel Consultant Digital Marketing, Edinburgh. Training provided by QA - <https://bit.ly/2Ctczzo>. Closing date 1 November.  |
| IT Manager Graduate Apprenticeship, CGI, Edinburgh - <https://bit.ly/2NoUqUI>. Training provided by Napier University. Closing date 1 December.  |
| Early Years Practitioner, Armadale. Training provided by Carousel Training - <https://bit.ly/2PfbWfB>. Closing date 4 December.  |
| Manufacturing Technical Apprentice, Leonardo, Edinburgh - <https://bit.ly/2pBFEAr>Closing date 10 March 2019 |
| Design EngineeringTechnical Apprentice, Leonardo, Edinburgh - <https://bit.ly/2BX2jyw>Closing date 10 March 2019 |
| Software Engineer Graduate Apprentice, Leonardo, Edinburgh - <https://bit.ly/2Eimmdw>Closing date 10 March |
| Design Engineer Graduate Apprentice, Leonardo, Edinburgh - <https://bit.ly/2Cbolxr> Closing date 10 March |
| Business Apprentice, Leonardo, Edinburgh - <https://bit.ly/2PulweZ>. Closing date 10 March |
| Manufacturing Apprentice, Leonardo, Edinburgh- <https://bit.ly/2OT1UUt>. Closing date 10 March. |
| Business and Admin Apprentice, Capital Cooling, Broxburn - <https://bit.ly/2P23BiA>. Closing date 31 October.  |
| Early Years Practitioner, Livingston. Training provided by Carousel Training - <https://bit.ly/2DX71yV>Closing date 4 December.  |
| Early Years Practitioner, Ingliston. Training provided by Carousel Training - <https://bit.ly/2RtMCE7>. Closing date 4 December.  |
| Warehousing Assistant, Edinburgh. Training provided by Microcom - <https://bit.ly/2MwA1ML>Closing date 31 October.  |
| Medical Receptionist, Edinburgh. Training by Reward Training - <https://bit.ly/2OhxRT0> Closing date 31 October.  |

Jobs at Edinburgh Airport

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| Various jobs advertised. See below for a selection and please check the website for more details and a wider selection of opportunities - <https://bit.ly/2HM4bhz> Team Members – Bar BurritoBarista – Café Nero and CostaTeam Members – Eat Various positions - Krispy KremeKitchen Porter, Front of House and Kitchen Team Member – Yo! SushiKitchen staff - WetherspoonsRetail opportunities are currently available with Accessorize, Next, Hugo Boss, Brora, Fat Face, JD Sports, Scottish Fine Gifts, WH Smith, World Duty FreeAircraft Cleaner – FlightcarePrep Chef, No1 Lounges. Must have a minimum of 1 years experienceTeam Members, No1 Lounges – must have expereince of working in a customer service based role and also of working shifts and nights.  |

[www.positive-destinations.co.uk](http://www.positive-destinations.co.uk)

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| No current vacancies  |

Community Jobs Scotland

The following vacancies are only open to vulnerable unemployed 16 to 29 year olds, including carers, early service leavers (armed forces), care experienced, disabled, young people with convictions and young people on an activity agreement who are not on the Work Programme, Work Choice, Specialist Employment Support, Work First Scotland or Work Able Scotland.

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| Retail Assistant, Kidz-Eco, Bathgate - <https://bit.ly/2QUFeAT>  |
| Café Assistant, Craigsfarm, Livingston - <https://bit.ly/2OsTSBN>  |
| Operational Assistant, The Food Train, Livingston - <https://bit.ly/2BvqwNK>  |

The Prince’s Trust

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| No suitable opportunities at the moment |

Register Your Interest and Save the Date!

Register your interest so you can be notified when opportunities are available.

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| EY (Ernst Young), Edinburgh - Register your interest in the September 2019 programme – Opportunities include Business Apprenticeship (FSO Tax) and Business Apprenticeship (Assurance-Audit) - <https://bit.ly/2v0QbIF>   |
| New! Santander Corporate Banking Development Programme, Edinburgh and Glasgow - Applications open in November - <https://bit.ly/2ypIFIN>  |
| Driver Apprentice, Aldi Distribution Centre, Bathgate – Register your interest for future opportunities – <https://bit.ly/2twHtyg> Logistics Apprentice, Aldi Distribution Centre, Bathgate – Register your interest for future opportunities - <https://bit.ly/2twHtyg>  |

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| **Job Purpose****Office administration, maintain good customer relations with existing and new customers. Main duties, logging all warranty and chargeable calls from emails to excel. Processing purchase order and sales orders. Answering/transferring incoming calls, following up of emails,**  |
| **Job Title:** | **Junior Customer Service Admin Assistant** |
| **Reports to:**  |
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| **Qualifications required*** Good standard of education to Nat 5 Equivalent
* Higher’s (Desirable not essential)
* Driving License (Desirable not essential)
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| **Knowledge, Skills & Experience Required*** Good numerical skills
* Customer Service
* Positive outlook
* Team Player
* Excellent time keeping
* Ability to problem solve and use your own initiative
* Good Communications Skills
* Computer Systems Literate
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| **Key Results Areas*** Ability to take instructions and work as a part of a team
* Deal with customer enquiries
* Maintain company data entry and spreadsheets
* Carry out office administration including : filing, photocopying
* Continuously improve customer service
* Maintain and build relations with new and existing clients
* Complete training activity for core skills, own role and multi-skilling
* Comply with relevant legislation and company policy and procedures (H&S, HR, business controls)
* Ad hoc duties as and when required to meet business needs

**Measurement*** + Compliance with company administration policies and procedures
	+ Desire to learn new skills and gain knowledge
	+ Ability to take instruction
	+ Good time Management
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Accounts Apprentice - Mazars

**Vacancy Description**

Location: Edinburgh

**Start Date:** September 2019

As an Accounts Apprentice your time will be split between working at client premises, working in the office and studying for your professional exams.

Your typical day will vary between:

·        Learning to use accounting software and systems;

·        Assisting with the preparation of statutory and management accounts, VAT returns and year-end financial statements;

·        Maintaining accounting records;

·        Nurturing client relationships through meetings and developing an understanding of their business/industry;

·        Attending in-house training;

·        Studying towards your professional qualification.

**What we are looking for**

We are looking for collaborative people who think creatively about their work and enjoy embracing challenges. Do you have?:

·        Interpersonal skills; the ability to build client relationships with a foundation of trust and responsibility.

·        Analytical skills; the ability to think critically, research and solve problems.

·        Attention to detail and strong time-management skills.

·        Commitment to self-development & learning.

·        Affinity with our values; in particular, respect for individuals, diversity and integrity.

If this sounds like you, this could be the perfect opportunity.

**Academic Requirements**

Should be studying towards A Levels, Scottish Highers, AAT or equivalent.

**Training & Support**

We will fund your study towards the AAT qualification.

You will receive a full study package and time off to study and attend college. Your professional qualification is only part of the story at Mazars; we support all of our trainees with a blended approach to training and development including classroom study, 1:1 coaching, and soft skills training.

You will be supported by a mentor and an appraising manager to keep your career and aspirations on track.

**Benefits**

We recognise that benefits are important to you and our aim at Mazars is to give you as much choice as possible and to allow you to benefit from our buying power. We offer core benefits to all employees – holiday, pension, life assurance and income protection insurance. Beyond that we want you to be able to choose benefits that you want, rather than have all benefits chosen for you.

As a Mazars employee you also have access to a range of voluntary benefits including a shopping-discount platform, discounted phone contracts, gym memberships and interest free season ticket loans.

**About Mazars**

*“At Mazars, people matter. Everyone is different and we treat our people as individuals, playing to their strengths. We pride ourselves on nurturing and developing talent, helping our people fulfil their aspirations whatever they may be.”*

*Ian Wrightson, UK Executive, Head of People & Culture*

We are a positively different international accountancy and advisory firm. With entrepreneurship and a desire to create value at the heart of our DNA, we differentiate ourselves by the opportunities we offer our people, our approach to working with clients and our passion for responsible business.

Mazars is among the top 10 accountancy firms within the UK with approximately 140 partners and over 1800 staff serving clients from 17 offices. With offices in more than 80 countries across six continents the opportunities to build and develop your career are infinite.