**Snippets Bulletin** – 11 December 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 for information only.

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| New! Audit and Assurance Brightstart Higher Apprenticeship, Deloitte, Edinburgh and Glasgow - <https://bit.ly/2BVqCfG>. Closing date 15 March 2019.  New! Financial Advisory – Restructuring Services Brightstart Higher Apprenticeship, Deloitte, Edinburgh and Glasgow - <https://bit.ly/2zOIxDD>. Closing date 15 March 2019. |
| New! Home Telephone Interviewer, IFF Research - <https://bit.ly/2PjWSg8>. |
| New! Sales Assistant, WH Smith, Bathgate. 16 hours (5 days out of 7) - <https://bit.ly/2zNWW2C>. |
| New! Full-time Retail Assistant, CWF Kids UK Ltd, Livingston - <https://bit.ly/2E69o0V>  As advertised on Indeed. |
| New! Trainee Sales Assistant (full-time), Persimmon Homes East Scotland, Bathgate. Must have a driving licence - <https://bit.ly/2EhVHwG>. Closing date 31 January 2019. |
| New! Christmas Customer Assistant (part-time, 16-24 hours), Boots the Chemist, Almondvale Centre, Livingston - <https://bit.ly/2PRwpYl>   * Customer Assistant, (part-time, 16-24 hours), Boots the Chemist, Almondvale Centre, Livingston - <https://bit.ly/2Q2B35G> * Trainee Pharmacy Advisor (25 – 34 hours per week), Boots the Chemist, Broxburn - <https://bit.ly/2QiyPna> * Trainee Pharmacy Advisor (less than 16 hours per week), Boots the Chemist, Whitburn - <https://bit.ly/2Sv3qKL> |
| New! Finance Modern Apprentice, Blackwood Homes and Care, Edinburgh - <https://bit.ly/2RFILDO>. Closing date 14 December. |
| New! Apprentice Paint Technician, Mercedes Benz, Newbridge - <https://bit.ly/2G2SJh4>  As advertised on Indeed. |
| New! Trainee Audio Visual Installation Technician, Audio Light Systems Ltd, Edinburgh - <https://bit.ly/2roI6uT>.  As advertised on Indeed. |
| New! Trainee Workshop Engineer, Edinburgh. See attached vacancy from Access 2 Employment. |
| New! Trainee CAD Technician, Harley Haddow, Edinburgh. See attached vacancy from Access 2 Employment. |
| New! Trainee Glazier, EJ Manufacture (Edinburgh Sash and Case), Edinburgh. See attached vacancy from Access 2 Employment. |
| Trainee TV Researchers, TRC.  [TRC](https://www.facebook.com/TRCmedia/?__tn__=K-R-R&eid=ARBQLXWWcl70eiPsIPohbzufxNFXCUDPzkE-vk8YCqrHmW8KZ1XPLX5GanegcM2shhSKa5Es3_anjmFl&fref=mentions&__xts__%5B0%5D=68.ARBpf9cmQ-PZjhkV35GSMiVOXtJw85a9_7qAQ9GE4D6ax_lCE1c5dU1CaOlHhro8DYodsbZJOqrvdKqzY9vkXiqfJxQ1dWrLOkPmbiYVKWjSxXGTqYXjrPlW76ekT2NLsOPPc85NQ3oRh5kZw7tAJU4Ai6JLJb_xz4lZEseTgD602j-XhJWc7lebLF_ncrt5s_1yfV6pCMPs6yzJ1HKXRj-zBnE9D-Wol0RBKQPHLt2rFc60RjggZuYR0R4KpdbgG61aKZWy7FjiYvp-NKt0QFqqZXNrCDnAG1MDbgWZFpX-7SQxkxhkhQpEbgCyE4l_DXTQ) is looking for passionate people to train as TV researchers on their new programme rad : an inclusive approach to TV talent.  People from disadvantaged backgrounds, with disabilities or BAME communities are under-represented in TV and they want to change that.  Their new training programme ‘Rad’ gives you the opportunity to work for an independent production company and train while you work. No experience in TV necessary and you must not already be working in tv.  Applicants must be over 18 and not in education. There are 7 positions available, each based in a TV production company in Scotland. The contract will last for 10 months, beginning on January/February 2019. The salary will be the Scottish Living Wage, £8.75/hour.  Find out more👉[https://t.co/Irg6LxEGmj](https://t.co/Irg6LxEGmj?fbclid=IwAR0guaZN0BjDt8bLrTOT5Dwhxs0pTo4N6mXG7v6FvYAGqVq4b65WixulFXs). Closing date is noon on Tuesday, 18 December. |
| Broadcast Engineering Apprenticeship, BBC, Glasgow - <https://bbc.in/2DGd20X> (don’t be confused, the website looks as though the vacancy is for Wales only, - it is not). To start Sept 2019. Closing date 18 December. |
| Station Support Assistant, LNER, Waverley Station, Edinburgh - <https://bit.ly/2PGgwbc>. Closing date 24 December. |
| Retail Apprenticeship for School Leavers (Retail Management), Marks and Spencer, Nationwide recruitment - <https://bit.ly/2ThA2bY> |
| Supply Sports Coaches, West Lothian Council (part-time) –Hours will not be guaranteed and successful applicants will be contacted to cover mostly one hour shifts as and when required (usually after school 3pm-4pm for blocks of 6 weeks within primary schools in West Lothian). Must have a sports coach qualification and experience of working with primary school aged children. - <https://bit.ly/2BgMsKt>. Closing date 30 December. |
| Advanced Engineering Apprenticeship, Royal Mail, Edinburgh <https://bit.ly/2QFwn6h> and Glasgow - <https://bit.ly/2z9aG84>. Closing date 11 January 2019. To start Sept 2019. |
| Software Engineering Graduate Level Apprenticeship, JP Morgan Chase, Glasgow - <https://bit.ly/2qM4Ftd>. Closing date 30 January 2019. |
| FCA Service Technician Apprentice, AM Phillip Trucktech, Broxburn - <https://bit.ly/2QJuGEY>.  As advertised on Indeed. |
| Apprentice Branch Assistant (warehouse), Rexel, Bathgate - <https://bit.ly/2TcHqFT> |
| Trainee Butcher/Trimmer, AK Stoddarts, Broxburn - <https://bit.ly/2QIAVZx> |
| Springfield Properties PLC, Larbert is currently accepting applications for their 2019 apprenticeship programmes in site joinery, bricklaying, scaffolding, general construction, painting and decorating and taping. For more information and to download an application form please see <https://bit.ly/2CQEfO2>. Closing date 31 March 2019. |
| Trainee Quantity Surveyor, Thomas Bethune, Edinburgh. Please see attached details. |
| Seasonal Sales Associate, GAP, Livingston Designer Outlet - <https://bit.ly/2RPjpDp> |
| Ineos/Petroineos Grangemouth has opened applications for their 2019 technician apprenticeship programme. They are recruiting for three disciplines – mechanical, instrument/electrical and chemical process. For more information and to upload your CV go to <https://bit.ly/2Oov7CM>.  Closing date 31 December 2018. |
| Team Member, Burger King, Livingston - <https://bit.ly/2RkJWrV> |
| 2019 Assurance Apprenticeship Programme, EY (Ernst Young), Edinburgh and Glasgow - <https://go.ey.com/2EMWQNM>  2019 Tax Business Apprenticeship Programme, EY (Erst Young), Edinburgh - <https://go.ey.com/2Sl4YHW>  2019 Transactions Business Apprenticeship Programme, EY (Ernst Young), Edinburgh and Glasgow - <https://go.ey.com/2EMvJm0> |
| 2019 360 Apprenticeship, KPMG, Edinburgh. This programme offers overviews of audit, tax, pensions, legal consulting and deal advisory before giving you the opportunity to specialise - <https://bit.ly/2SlVnkn>. |
| Restructuring Advisory Assistant Apprentice, RSM, Edinburgh – intake August 2019 - <https://bit.ly/2QnukXu>.  Closing date 31 January 2019. |
| Business Admin Apprentice, Sibbald Training, Armadale - <https://bit.ly/2pnFwEl> |
| Store Assistant, Tool Station, Livingston - 20 hours- <https://bit.ly/2DT22ze>. Closing date: 11 December. |
| Customer Service Representative, Iron Mountain, Livingston - <https://bit.ly/2Nup53D> |
| Barista, Starbucks, Livingston Designer Outlet - <https://bit.ly/2MZs6Mw> |
| Chef, Wagamama, Livingston - <https://bit.ly/2NEWEiZ>  Kitchen Porter, Wagamama, Livingston - <https://bit.ly/2MiHAe2>  Front of House Team Member, Livingston - <https://bit.ly/2SawkQf> |
| Service Assistant, Screwfix Direct, Livingston (20hrs) - <https://bit.ly/2DLG0MX> |
| Hotel Receptionist (weekends), Norton House Hotel, Newbridge - <https://bit.ly/2JGelxZ> |
| Mitchells and Butler currently has the following vacancies:  Closing date extended! Bar and Waiting Apprentice, Stonehouse Pizza and Carvery, Brucefield Farm, Livingston - <https://bit.ly/2DK0eXt>. Closing date 7 February 2019.  Closing date extended! Apprentice Chef, Stonehouse Pizza and Carvery, Brucefield Farm, Livingston - <https://bit.ly/2RJLhsJ>. Closing date 31 December 2019. |
| 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)  **Store Assistant, Livingston (permanent) -** <https://bit.ly/1C4qzdS>  **Store Assistant, Whitburn (permanent) -** <https://bit.ly/1C4qzdS> |
| GTG Training has the following vacancies:  Body Repair Apprentice, Broxburn - <https://bit.ly/2FwJkOG> |
| Next has the following vacancies available in Livingston and Edinburgh Airport:  Sales Support Team, The Elements, Livingston. Various hours. <https://bit.ly/2DL8yHr>. Closing date 20 December.  Sales Consultant – temp, Livingston Elements. 37.5 hours. <https://bit.ly/2C0V2x4>. Closing date 15 December.  Closing date extended. Stockroom Assistant, The Elements, Livingston. 6 hours per week - <https://bit.ly/2SCvRGD>. Closing date 20 December.  Sales Support Team, Livingston Clearance. Various Hours - <https://bit.ly/2AeTGwX>. Closing date 20 December. |
| Full-time Crew Members, McDonalds, Livingston - <https://bit.ly/2lRWBDT>  Crew Member (full-time), McDonalds, Bathgate - <https://bit.ly/2DwuCEL> |
| Leonardo in Edinburgh is currently accepting applications for their 2019 apprenticeship programmes. All have a closing date of 13 March 2019.  Design Engineering Technical Apprentice - <https://bit.ly/2zgHuvM>.  Design Engineering Graduate Apprentice - <https://bit.ly/2QWiSPC>.  Business Apprentice - <https://bit.ly/2qUFq8k>.  Manufacturing Apprentice - <https://bit.ly/2zkYMb7>.  Software Engineering Graduate Apprentice - <https://bit.ly/2QWiSPC>.  Manufacturing Technical Apprentice - <https://bit.ly/2Trsp2Q>. |

[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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| Apprentice IT Technician, Digital Orchard, York Place, Edinburgh - <https://bit.ly/2SytbKm>. Closing date 28 January 2019. |
| New! Utility Network Administrator Modern Apprenticeship, Energy Assets, Livingston - <https://bit.ly/2QlRoXw>. Closing date 11 January 2019. |
| Body Repair Apprentice, Mercedes Benz, Edinburgh - <https://bit.ly/2E5uD2U>. Training provided by Remit. Closing date 14 December. |
| Paint Technician, Mercedes Benz, Edinburgh - <https://bit.ly/2PmVlG0>. Training provided by Remit. Closing date 14 December. |
| Enquiries and Visitor Services Digital Apprentice, British Geological Survey, Edinburgh. Training provided by QA. <https://bit.ly/2roQkU4>.  Closing date 21 December. |
| Motor Vehicle Parts Advisor, John Clark Motor Group, Edinburgh - <https://bit.ly/2EeIQeN>. Training provided by Bosch. Closing date 6 January 2019. |
| Digital Marketing Assistant, Pixel Image Ltd, Edinburgh City Centre. Training provided by QA - <https://bit.ly/2E6H2n4>. Closing date 21 December. |
| Sales and Digital Assistant, Pixel Image Ltd, Edinburgh City Centre. Training provided by QA - <https://bit.ly/2G3dUQf>. Closing date 21 December. |
| Data Analyst, Pixel Image Ltd, Edinburgh City Centre. Training provided by QA - <https://bit.ly/2UpQJTb>. Closing date 21 December. |
| Graduate level apprenticeship at CGI Edinburgh where you’ll work towards a BSc Hons in IT Management for Business at Napier University in addition to gaining work experience - <https://bit.ly/2Uy8y2L>. Closing date 31 December. |
| Engineer Modern Apprentice, Partners of Endoscopy Ltd, Livingston - <https://bit.ly/2TN1Ntk>. Closing date 12 December. |
| ICT Network/Communications Engineer Modern Apprentice, Scottish Fire and Rescue Service, Flexible locations including Newbridge. A computing or electronic engineering post school certificate is desirable. Training provider is QA. <https://bit.ly/2KHIs8H>. Closing date 16 December. |
| Closing date extended! Early Years Practitioner, Broxburn. Training provided by Carousel - <https://bit.ly/2AXTgev>. Closing date 28 January 2019. |
| Panel Beater, Edinburgh. Training provided by GTG - <https://bit.ly/2TptgkJ>. Closing date 15 December. |
| Panel Beater, Broxburn. Training provided by GTG - <https://bit.ly/2A797Hn>. Closing date 15 December. |
| Bus and Coach Mechanic, Edinburgh - <https://bit.ly/2A8GklJ>. Training provided by GTG. Closing date 15 December. |
| Closing date extended! Early Years Practitioner, Armadale - <https://bit.ly/2RChEtl>. Training provided by Carousel. Closing date 28 January 2019. |
| Trainee Business Administrator, Middlebrooks, Edinburgh - <https://bit.ly/2A7N8jp>. Training provided by Limelight Careers. Closing date 14 December. |
| Civil Engineer Modern Apprentice, Mott MacDonald, Edinburgh - <https://bit.ly/2QbyVMg>. Closing date 31 December. |
| Closing date extended! Edinburgh Castle Venue Assistant - <https://bit.ly/2A7TG1C>. Training provided by Rewards Training. Closing date 31 December. |
| Customer Service, Royal Bank of Scotland, Edinburgh (24 positions available) - <https://bit.ly/2R2JJKc>. Closing date 22 January 2019. |

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>  Various Positions – All Bar One  Chef – Brewdog  Servers, Bartenders and Chefs – The Gathering  Team Members and Chef– Bar Burrito  Barista – Café Nero and Costa  Team Members – Eat  Various positions - Krispy Kreme  Various positions– Yo! Sushi  Kitchen staff and various positions - Wetherspoons  Retail opportunities are currently available with Accessorize, Boss, Brora, Fat Face, Luggage Point, M&S Food, Next, Scottish Fine Gifts, Superdrug, Tartan Weaving Mill, WH Smith, World Duty Free.  Aircraft Cleaner – Flightcare  Team Members - Hampton by Hilton. Closing date 31 December. |

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

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| * West Lothian Steps N2 Work opportunities have certain conditions - Opportunities are open to West Lothian Residents only. * Applicants aged 18 and under must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW. * HMRC Customer Service Consultant - <https://bit.ly/2Q1XfAa> * Closing date extended. Store Assistant (general helper in factory), Glossbrook Engineering Ltd, Blackridge - <https://bit.ly/2Q8txd9>. Closing date 10 January 2019. * Administration Assistant, Let Link Ltd, Bathgate - <https://bit.ly/2PNzCfH>. Closing date 7 December. * Trainee Admin Scheduler, Metro Rod, Pumpherston - <https://bit.ly/2BVoqFd>. Closing date 17 December. * Trainee Drainage Engineer, Metro Road, Pumpherston - <https://bit.ly/2UpvXmX>. Closing date 17 December. * New! Trainee Labourers x5, Building Services, West Lothian Council - <https://bit.ly/2C2NZ74>. Closing date 4 January 2019. |

Careers AtSea

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| Looking to pursue a career in the merchant navy? Clyde Marine Training, Glasgow is the UK’s largest maritime training provider and they accept applications for officer cadetships (deck, engineer and electro-technical) and ratings cadetships. More information can be found at <https://www.clydemarinetraining.com> |

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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| Marketing Assistant, Linlithgow Community Development Trust - <https://bit.ly/2KpIzG9> |
| New! Stadium Support Assistant, West Lothian Youth Foundation - <https://bit.ly/2rukEg1> |

The Prince’s Trust

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| Fairbridge, Edinburgh. 14 – 18 Jan 2019. 16-25 keen to unlock your potential? Travel paid for, lunch provided, doesn’t affect benefits, free residential trip, boost confidence, try new things and develop life skills - <https://bit.ly/2r5FNgn>. |
| Team Programme, Edinburgh EH17. 14 Jan – 5 April. 16-25 and want to boost your confidence? 12 week personal development programme delivered in partnership with Edinburgh College, will help you to meet new people, gain qualifications and improve teamwork and communication skills. Residential trip included. <https://bit.ly/2rwJxHH> |

Useful to Know

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| Miller Homes, Edinburgh accepts speculative enquiries in respect of their trade apprenticeships. Please see <https://bit.ly/2RiGJcd> for more information. |
| At college? Cala Homes offers placements during college holidays. Please contact a member of the HR Team by emailing [careers@cala.co.uk](mailto:careers@cala.co.uk) outlining your preferred location and length of placement - <https://bit.ly/2zaFt3y>. |

**Trainee Quantity Surveyor Programme – Thomas Bethune, Edinburgh.**

**Opportunities in Edinburgh and Glasgow**

Thomson Bethune, a leading Property & Construction Consultancy has been running a Trainee Quantity Surveyor Recruitment Programme for over 30 years. We have assisted many individuals achieve their BSc(Hons) in Quantity Surveying with on the job training and support during their time at University.

Due to the ongoing success of the programme, we once again have pleasure in offering school leavers permanent employment whilst they obtain their QS qualifications at either Edinburgh Napier University or Glasgow Caledonian University, our Higher Education partners.

The benefits of this programme are that students would be paid during their University studies and given relevant, practical experience (on and off-site) in the working environment. They will work alongside other trainees of a similar age and will be involved in some very prestigious large scale new build and refurbishment projects across Scotland. Details of our projects and the range of clients we work with can be found on our website - www.thomsonbethune.co.uk.

The successful applicant will be offered a job in our Edinburgh office and will attend University in line with the curriculum. They will also be entitled to our company pension scheme and other company benefits.

On completion of their Quantity Surveying degree, we will support them towards their Professional Examination to become a Chartered Quantity Surveyor.

For any students who are interested in joining our traineeship programme, please ask them to submit a covering letter outlining why they think they would be suitable for the position and a copy of their CV to careers@thomsonbethune.co.uk. If you require more information about our Trainee Programme, please speak to Debbie McShane, HR Assistant on 0131 220 1828.

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| Job Title: | **Trainee Workshop Engineer** |
| Job ID: | GM1668\_1542031056 |
| Company: | On behalf of Manpower UK client |
| **Date Posted:** | 12/11/2018 |
| **Location:** | Edinburgh |
| **Hours/ Days of work:** | Full time Permanent - |
| **Salary:** | £15,650 per year |
| **Job Summary:** | Manpower UK are currently recruiting on behalf of our client who are one of the country's largest independent suppliers of office products. The role available is an engineering apprenticeship in our clients Edinburgh workshop. Full training will be given to service, customise, commission and refurbish multi-functional printer/ copier/ scanning devices.  No previous experience of digital office equipment is required, but you should have a keen interest in electronics/electro mechanics, and the ability to interpret colour output from a black to colour printer/photocopier.  Our clients suppliers are world-class manufacturers: Ricoh, Canon, Konica and Minolta.   This has only served to strengthen our position as Scotland’s leading independent digital office equipment supplier.  The apprenticeship positions will be geared towards achieving an SVQ Level 3 in Engineering Maintenance (Electronics). Attending day release at a local technical college will be required.  Career progression beyond gaining the SVQ, could lead to opportunities, as they arise, as follows:   field engineer, help desk engineer, IT software support/ solutions engineer or a career path in Professional Service or Sales.  Equally, you may develop to become a senior member of the Workshop team. The Service managers and section leaders have generally started out as junior or trainee engineers.  **Main benefits/ conditions**   * Progressive basic salary as you complete training levels * 37.5-hour week, Monday to Friday * Generous 33 days’ holiday (increasing to 36 days after 2 years’ service and 38 days after 5 years), including public holidays * Auto enrolment into the company pension scheme after 3 months * Minimum of 3% personal pension contribution will be matched by a maximum 3% company contribution * Health & Safety and environmental training * Clothing and safety equipment provided * Employee Assistance Programme   Interested? Please apply with your CV in the first instance. |
| **Application process:** | <http://www.aplitrak.com/?adid=cmxvdWdobGluLjI5NjM0LjEwNjMzQG1hbnBvd2VydWsuYXBsaXRyYWsuY29t> |
| **Closing Date:** | Not stated. |



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| Job Title: | **Trainee CAD Technician** |
| Job ID: |  |
| Company: | Harley Haddow (Edinburgh) Ltd |
| **Date Posted:** | 29/11/2018 |
| **Location:** | Edinburgh |
| **Hours/ Days of work:** | Full-time, Permanent |
| **Salary:** | Depending on experience |
| **Job Summary:** | With an expanding workload in our Edinburgh Office we are seeking to appoint a **Trainee CAD Technician** to join our Building Services team. This position requires an enthusiastic individual with good communication skills and an interest in the built environment. The role will comprise assistance and project involvement with the CAD and engineering teams working on all projects in the department.  Main duties will include: • Learn how to prepare building services engineering drawings using AutoCAD • Preparing drawings for issue electronically and in hard copy • Digital filing of documents • Develop an understanding of building services engineering • Progression to Autodesk Revit  The following are required: • Interest in the built environment and engineering • Good communication skills • Aptitude for learning and desire to progress  • Knowledge of and experience of using AutoCAD software is preferred |
| **Application process:** | Please apply in writing enclosing your CV and acceptance of our Candidate Privacy Notice to [recruitment@harleyhaddow.com](mailto:recruitment@harleyhaddow.com)  <http://www.harleyhaddow.com/vacancies/> |
| **Closing Date:** | Not stated – vacancy still open on website |



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| Job Title: | **Trainee Glazier** |
| Job ID: |  |
| Company: | E J Manufacture |
| **Date Posted:** | 04/12/2018 |
| **Location:** | Edinburgh, E11 4QD |
| **Hours/ Days of work:** | Full-time, Permanent |
| **Salary:** | Negotiable |
| **Job Summary:** | **We require a trainee glazier to help our glazing team at Edinburgh Sash and Case.**  Some relevant experience preferred but not essential as training will be provided.  Driving licence is a must have.  Candidates must be conscientious about their work and be willing to work in a team. Duties will involve the making of double glazed units, installation and puttying of glazing into timber sash windows and some on-site work.  Visit website <https://ejmltd.com/> |
| **Application process:** | Sign in to your Find a Job account  <https://findajob.dwp.gov.uk/details/1281807> |
| **Closing Date:** | Not stated on website. |