**Snippets Bulletin** – 28 January 2019

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! TUI Retail Apprentice, TUI, Livingston Centre - <https://bit.ly/2CFMGKK> |
| New! Roads Civil Engineering Apprentice, Aecom, Edinburgh - <https://bit.ly/2HwcIWe>  New! Transportation Planning Apprentice, Aecom, Edinburgh - <https://bit.ly/2MDoc9b> |
| New! Apprentice Logistics Co-ordinator, GSI Events, Ratho - <https://bit.ly/2UhqMV8>. Closing date 17 February at 10am. Applicants should have a full driver’s licence. |
| New! Scottish Modern Apprenticeship in Civil Engineering, Mott MacDonald, Edinburgh and Glasgow - <https://bit.ly/2UihUPg> |
| New! Apprentice (Business Admin), Johnson Fuels, Whitburn - <https://bit.ly/2MuaUfc>  Job advertised on Indeed |
| New! Customer Service Apprentice (Operations and Contact Centre), Royal Bank of Scotland, Edinburgh - <https://bit.ly/2G1fFeW> |
| New! Transport Apprentice Engineer, Peter Brett Associates, Tollcross, Edinburgh - <https://bit.ly/2DvgfjN> |
| New! Apprentice Assessor (Business Support Services), Capita, Edinburgh - <https://bit.ly/2U6Jajx>  Closing date 4 February |
| New! Water Network Service Operator Modern Apprentice, Scottish Water, Edinburgh -  <https://bit.ly/2W8lWLI>. Closing date 1 February. |
| New! Apprentice Butcher, Hugh Black and Sons, Armadale – Apply direct to shop  Job advertised on Indeed. |
| New! Retail Customer Advisor, 3, Livingston Centre – 16 hour and 12 hour contracts available - <https://bit.ly/2MqhGCC>. Must have 2 years experience. |
| New! McDonalds has the following vacancies:   * Full-time and part-time crew members, Almondvale Avenue, Livingston * Full-time and part-time crew members, Livingston Designer Outlet * Customer care assistant, Newbridge Roundabout (30 hours) * Part-time staff member, Newbridge Roundabout * Staff member, Newbridge Roundabout (30 hours)   <https://bit.ly/2lRWBDT> |
| 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) |
| Building Structures Apprentice Technician (Higher Apprenticeship), Arup, South Queensferry - <https://bit.ly/2H1nW52>. Closing date 1 February. |
| Customer Consultant, The Body Shop, Livingston (8 hour contract – permanent) - <https://bit.ly/2sxR5uj> |
| Trainee Pharmacy Advisor (25 – 34 hours per week), Boots the Chemist, Broxburn - <https://bit.ly/2QiyPna> |
| Stockroom Assistant, British Heart Foundation, Livingston - <https://bit.ly/2RgdriH>. Closing date 1 February. |
| Audit and Assurance Brightstart Higher Apprenticeship, Deloitte, Edinburgh and Glasgow - <https://bit.ly/2BVqCfG>. Closing date 15 March 2019.  Financial Advisory – Restructuring Services Brightstart Higher Apprenticeship, Deloitte, Edinburgh and Glasgow - <https://bit.ly/2zOIxDD>. Closing date 15 March 2019. |
| Customer Advisor - Shopfloor, Dobbies, Livingston (30 hours) - <https://bit.ly/2Qx2yEe>. Closing date 4 February.  Part-time Restaurant Customer Advisor, Dobbies, Livingston (12 – 20 hours) - <https://bit.ly/2FiWjBZ>. Closing date 4 February.  New! Part-time Commis Chef, Dobbies, Livingston (20 hours) - <https://bit.ly/2sOjoVw>. Closing date 20 hours. |
| 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> |
| GTG Training <https://bit.ly/2yQ7qjl> has the following vacancies:   * Light Vehicle Mechanic, Maidencraig, Edinburgh * Light Vehicle Mechanic, Corstorphine, Edinburgh * Light Vehicle Mechanic, Craigentinny, Edinburgh * Light Vehicle Technical Apprentice, Edinburgh City * Light Vehicle Mechanic, West Lothian (Bo’ness) * Body Repair Apprentice, East Scotland (Broxburn) * Light Vehicle Mechanic, Marchmont, Edinburgh * Warehouse and Storage Apprentice, Edinburgh (Ratho) |
| Her Majesty’s Revenue and Customs has customer service apprenticeships at their call centre in Bathgate Apprentieship <https://bit.ly/2FCTcoy> and Livingston <https://bit.ly/2RRvUTl>.  100 vacancies currently advertised. Closing date 3 February. |
| Sales Associate, The Foot Locker, Livingston Centre - <https://bit.ly/2N6TZ5T> |
| Trainee Towbar and Service Technician, Indespension Trailers, London Road, Edinburgh - <https://bit.ly/2VEUC7t> |
| Customer Service Representative, Iron Mountain, Livingston - <https://bit.ly/2Nup53D> |
| Assistant Greenkeeper, Kingsfield Golf and Leisure, Linlithgow - <https://bit.ly/2QV9zyw>. Applicants must have SVQ 2 or working towards it.  Apply via Indeed |
| 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>. |
| 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/2COGT5n>. Closing date 11 March. |
| Software Engineering Graduate Level Apprenticeship, JP Morgan Chase, Glasgow - <https://bit.ly/2qM4Ftd>. Closing date 30 January 2019. |
| Sales Assistant, Mountain Warehouse, Livingston Designer Outlet (8 hour contract) - <https://bit.ly/2ssnnae> |
| Oil and Gas Technical Apprentice Programme   * Electrical * Mechanical Maintenance * Process Operations * Instrumentation and Control Maintenance   <https://bit.ly/2FAnoRj>. Closing date 28 February 2019. |
| Team Member – Housekeeping, Premier Inn, Bathgate - <https://bit.ly/2AFfXES> |
| Remit Scotland currently has the following opportunities:   * Heavy Vehicle Apprenticeships, East Calder and Uphall * Body Repair Apprenticeships, East Calder, Broxburn and Newbridge * Vehicle Paint Apprenticeships, East Calder, Broxburn and Newbridge * Customer Service Apprenticeship, Bathgate   To apply, email CV to [jobs@remit.co.uk](mailto:jobs@remit.co.uk), stating clearly the opportunity you are applying for. |
| Restructuring Advisory Assistant Apprentice, RSM, Edinburgh – intake August 2019 - <https://bit.ly/2QnukXu>.  Closing date 31 January 2019. |
| Parts Apprentice, Scot JCB, Bankhead Avenue, Edinburgh - <https://bit.ly/2rPkEqM>. Closing date 4 April.  Apprentice Engineer, Scot JCB, Bankhead Avenue, Edinburgh – <https://bit.ly/2rPkEqM>  Closing date 15 March. |
| Scottish Power has the following opportunities at various locations:   * Engineering Pre-Apprenticeship Programme, Edinburgh College, Midlothian - <https://bit.ly/2Mda9aq> * Power Engineer Apprenticeship, various locations - <https://bit.ly/2DdZ1qE> * Project Management Apprenticeship, various locations - <https://bit.ly/2MdtlEU> |
| Screwfix currently has the following vacancies:  Service Assistant, Livingston (maternity cover, 16 hours, 9 months contract) - <https://bit.ly/2Mnybzn>.  New! Service Assistant, Linlithgow (8 – 30 hours) - <https://bit.ly/2CU6GZU> |
| Business Admin Apprentice, Sibbald Training, Armadale - <https://bit.ly/2pnFwEl> |
| Apprenticeship in Technology, Sky, Livingston - <https://bit.ly/2B6udqE>. Closing date 4 March 2019.  Apprenticeship in Contact Centre, Sky, Livingston - <https://bit.ly/2UneURv>. Closing date 14 March 2019. |
| 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. |
| Barista, Starbucks, Livingston Designer Outlet - |
| Trainee Butcher/Trimmer, AK Stoddarts, Broxburn - <https://bit.ly/2QIAVZx> |
| Stockroom Assistant, Ted Baker, Livingston - <https://bit.ly/2QS5fAp>  Apply via Indeed |
| Kitchen Porter, Wagamama, Livingston - <https://bit.ly/2MiHAe2> |

[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! Audio Visual Technician (Live Events), Cameron, Livingston / Edinburgh - <https://bit.ly/2RSdD8d>.  Closing date 28 February. |
| New! Aftersales Customer Service Parts, Eastern Motor Group, Edinburgh - <https://bit.ly/2TiltVv>  Closing date 21 March. |
| New! Building Surveyor Graduate Apprentice, Cushman and Wakefield, Edinburgh - <https://bit.ly/2Hyuh88>. Closing date 16 March. |
| New! Systems Booking Assistant, MGA Academy of Performing Arts, Edinburgh - <https://bit.ly/2ME7Gpr>. Closing date 3 February. |
| New! Hire Desk Apprentice, Edinburgh - <https://bit.ly/2DF9lIH>. Closing date 28 February. |
| IT Support Engineer Modern Apprentice, Microsys, Newington, Edinburgh – <https://bit.ly/2DDNHV3>.  Closing date 31 January. |
| PMO Analyst, Bravura Solutions, Torphichen Street, Edinburgh - <https://bit.ly/2Cuc31N>. Closing date 1 February. |
| Marketplace Associate (Digital- Amazon), Morphsuits, Henderson Place Lane, Edinburgh - <https://bit.ly/2Hrwh1M>. Closing date 31 January. |
| Gardener / Soft Landscaper, M3 Landscapes Ltd, Livingston - <https://bit.ly/2RwFuLd>. Closing date 28 February. |
| Assistant Accountant, GVA Ltd, Fountainbridge, Edinburgh - <https://bit.ly/2AQq0Hj>. Closing date 14 February. |
| Trainee Administrator, Bathgate. Training provided by Reward Training - <https://bit.ly/2VJiFlC>. Closing date 11 February 2019. |
| Admin Assistant, Speech Graphics, Lady Lawson Street, Edinburgh. Training provided by QA - <https://bit.ly/2Fl9emS>. Closing date 31 January 2019. |
| Restaurant Crew Member, Barburrito, Edinburgh City Centre. Training provided by GOAL Training - <https://bit.ly/2FjU3v6>. Closing date 11 February. |
| Accounts Assistant, Edinburgh. Training provided by Microcom - <https://bit.ly/2TDIJgn> Closing date 31 January. |
| Business and Admin Assistant, Edinburgh. Training provided by Microcom - <https://bit.ly/2qtN49r>. Closing date 31 January. |
| Business Admin Assistant, Southside Property Management, Edinburgh - <https://bit.ly/2Rm0nbA>. Closing date 31 January. |
| Early Years Practitioner, Broxburn. Training provided by Carousel - <https://bit.ly/2AXTgev>. Closing date 28 January 2019. |
| Early Years Practitioner, Armadale - <https://bit.ly/2RChEtl>. Training provided by Carousel. Closing date 28 January 2019. |
| Apprentice IT Technician, Digital Orchard, York Place, Edinburgh - <https://bit.ly/2SytbKm>. Closing date 28 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/2RI3lXu>   * New! Passenger Agent - Omniserve * New! Dispatch Agent, Ramp Services Agent and Customer Service Agent - Swissport * New! Part-time Sales Assistant – Kurt Geiger * New! General Catering Assistant – Alpha LSG Ltd * New! Kitchen Porter and Prep Chef – No 1 Lounges * New! Commis Chef / Line Chef – ABO * New! Sales Advisors – The Boy Wizard * New! Crew Mmeber – Burger King * Sales Advisor – Tartan Weaving Mill * Sales Advisor – Superdrug * Various vacancies – Brora * Part-time Sales Assistant – Accessorize * Various Poritions – Krispy Kreme * Part-time Customer Service Assistant – World Duty Free Group * Barista – Starbucks * Sales Advisor – Scottish Fine Gifts * Various Vacancies - WH Smith * Retail and Service Assistant - Luggage Point * Luxury Sales Assistant = MaxMara * Barista – Costa * Full-time and part-time kitchen staff – JD Wetherspoons * Full-time and part-time bar staff – JD Wetherspoons * Barista – Café Nero * Various Positions and Breakfast Chef – All Bar One | |
| Passenger Service Agents, Jet2, Edinburgh Airport. 20 and 30 hour contracts - <https://bit.ly/2VCs4M0> |
| Civil Engineering Graduate Apprenticeship, Edinburgh Airport - <https://bit.ly/2ALxXhb>. Closing date 11 February. |

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

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| * West Lothian Steps N2 Work wage subsidy 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. * Trainee Traffic Clerk, Murphy’s Transport, Whitburn. See attached for further details. Closing date 1 February – see attached details. * Operator / Assembly Worker, Glossbrook Engineering, Blackridge. See attached for further details. Closing date 1 February – see attached details. |

Careers At Sea

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

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>. |

West Lothian Wage Subsidy

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| Job Title | Trainee Traffic Clerk |
| **Company Location** | Murphy’s Transport Services Limited, 3 Weavers Lane, Whitburn, West Lothian, EH47 0SD |
| **Hours / Days of work** | Full Time |
| **Rate of pay** | Competitive salary which will be reviewed at 3 and 6 months within one |
| **Job Outline** | The successful candidate will be working within a sales/admin role. Candidates will be working with both customers and sub-contractors organising the transportation of various goods throughout the UK. |
| **Experience / Qualities/**  **Qualifications required**  **(Essential / Desirable) Essential** | A Confident, friendly and professional person who is able to answer and make outgoing phone calls. Experience is not essential however an interest in working within a telephony based sales/admin environment would be desirable. Basic knowledge of Computerised systems such as; Microsoft Office (Word/Excel/Outlook) is essential.  The ideal candidate will be reliable with excellent timekeeping.  **16-24 year olds only - West Lothian Jobs Fund eligibility conditions apply. West Lothian Job Fund Opportunities are open to West Lothian Residents only. Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW.**  **“The employer has claimed an exception under the Equality Act 2010”** |
| **Application process** | Please send CV to [lisa.miller@westlothian.gov.uk](mailto:lisa.miller@westlothian.gov.uk) (stating the position you are applying for) |
| **Closing date** | Friday 1st of February 2019 |
| **Employer** | Murphy’s Transport |

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| Job Title | Operator/Assembly Worker |
| Employer | Glossbrook Engineering |
| Location | 47 Craig Street,  Blackridge  EH48 3AU |
| Hours / Days of work | 7.30am-4.15pm Mon-Thursday  7.30am- 3.00pm Friday  Possibility of overtime |
| **Conditions of employment** | **16-24 year olds only - West Lothian Steps N2 Work eligibility conditions apply.**  **West Lothian Steps N2 Work opportunities are open to West Lothian Residents only. Applicants aged 16-18 must be unemployed, applicants 19-24 must be 3 months unemployed or have previously engaged with MCMC or GRFW.**  *“The employer has claimed an exception under the Equality Act 2010”* |
| Job Outliner | We are currently looking for 1 full time Operator/Assembly Worker who will be tasked with different manual jobs in a plastic injection moulding factory.  We will offer advancement within the company depending on competence and attention to detail |
| Experience / Qualifications required (Essential / Desirable) | The ideal candidate would have previous experience within a factory setting however this is not essential. |
| Personal qualities required | We are looking for someone with excellent time keeping and keen to learn new skills with the ability to work as part of a team. |
| Training | Full training will be given and with immediate start. |
| Application process | Please sent CV to [lisa.miller@westlothian.gov.uk](mailto:lisa.miller@westlothian.gov.uk) and state the job position you are applying for, otherwise you will not be considered |
| Closing date: | Friday 1st February 2019 |