**Snippets Bulletin** – 11 February 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! Trainee Dental Nurse, Portman Dental Care Ltd (Edinburgh Dental Specialists), Rose Street, Edinburgh - <https://bit.ly/2HUnfuN> |
| New! Customer Team Member, Co-op, Craigshill, Livingston (16 hours per week) - <https://coop.uk/2MWOXG6>. Closing date 13 February. No experience necessary. |
| New! Team Member, Greggs, Livingston (Sunday only) - <https://bit.ly/2DjXGxu> |
| New! Part-time Customer Service Advisor, Halfords, Livingston (16 hours) - <https://bit.ly/2MTCF0V> |
| New! Apprentice Parts Person, Western Commercial (Eastern Western Group), Broxburn - <https://bit.ly/2BpurZQ> |
| New! Media Assistant, Dentsu Aegis, Festival Square, Edinburgh - <https://bit.ly/2SeEjjI>. |
| New! Hair Assistant, Utopia Hair and Beauty Salon, Mid Calder - <https://bit.ly/2SfMnAB>  As advertised on Indeed |
| New! Store Assistant, Aldi, Livingston, Bathgate, Linlithgow and Whitburn - <https://bit.ly/1C4qzdS>  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) |
| New! Customer Assistant, Lidl, Bathgate (11-20 hours per week) - <https://bit.ly/2Sc20JD> |
| New! Visitor Operations Assistants (Edinburgh Castle), Historic Environment Scotland - <https://bit.ly/2S8dhKR>. Closing date 17 February. |
| New! Apprentice Distributed IT Support Engineer, SCC, Livingston - <https://bit.ly/2UG3YOX>.  Applicants must have previous customer service experience and a full driving licence. |
| New! Full-time Sales Assistant, JD Sports, Livingston - <https://bit.ly/2MRMFaW>. Closing date 28 February. |
| Roads Civil Engineering Apprentice, Aecom, Edinburgh - <https://bit.ly/2HwcIWe>  Transportation Planning Apprentice, Aecom, Edinburgh - <https://bit.ly/2MDoc9b> |
| Applications are now open for the apprenticeship programmes at Arthur McKay, Loanhead and Hillington Park, Glasgow. The following apprenticeship opportunities are available:   * Electrical (must have passed the SECTT test) * Heating and Ventilation * Plumbing * Data Cabling * Service and Maintenance   <https://bit.ly/2WvQG9z>. Closing date 30 April 2019. |
| Kitchen Porter, Ask Italian, Livingston Designer Outlet - <https://bit.ly/2S0K5Fv>. Closing date 26 March. |
| Digital Journalism Apprentice, BBC, Glasgow (although applicants may have to be flexible re location) - <https://bbc.in/2ShEA4B>. Closing date 20 February. |
| Chartered Surveyor Degree Apprenticeship Programme, Cushman and Wakefield, Edinburgh and Glasgow - <https://bit.ly/2Gb3xs4>. Closing date 31 March 2019. |
| 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. |
| Part-time Commis Chef, Dobbies, Livingston (20 hours) - <https://bit.ly/2sOjoVw>. Closing date 24 February. |
| 2019 Assurance Apprenticeship Programme, EY (Ernst Young), Edinburgh and Glasgow - <https://go.ey.com/2EMWQNM>  2019 Tax Business Apprenticeship Programme, EY (Ernst Young), Edinburgh - <https://go.ey.com/2Sl4YHW>  2019 Transactions Business Apprenticeship Programme, EY (Ernst Young), Edinburgh and Glasgow - <https://go.ey.com/2EMvJm0> |
| Sales Associate, The Foot Locker, Livingston Centre - <https://bit.ly/2tg3Nyd> |
| GTG Training <https://bit.ly/2yQ7qjl> has the following vacancies:   * Apprentice Light Vehicle Technician, Edinburgh City * Apprentice Light Vehicle Mechanic, Union Motor Company, Edinburgh * Light Vehicle Mechanic, West Lothian (Bo’ness) * Body Repair Apprentice, East Scotland (Broxburn) * Light Vehicle Mechanic, Marchmont, Edinburgh * Warehouse and Storage Apprentice, Edinburgh (Ratho) |
| 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. |
| Retail Assistant, Iceland, Bathgate - <https://bit.ly/2MGzXfi> |
| Trainee Towbar and Service Technician, Indespension Trailers, London Road, Edinburgh - <https://bit.ly/2VEUC7t> |
| Customer Service Representative, Iron Mountain, Livingston - <https://bit.ly/2Nup53D> |
| Civil Engineering Apprentice (Highways and Bridges), Jacobs, Edinburgh - <https://bit.ly/2HIL9Ji>.  Closing date 1 March. Training provided by Glasgow Kelvin College (Springburn Campus). |
| Hire Desk Apprentice, Jarvie Plant Group, Bankhead Crossway North, Edinburgh - <https://bit.ly/2TnGa2j> |
| Apprentice Parts Advisor, John Clark Motor Group, Edinburgh - <https://bit.ly/2SiO2EQ>  Closing date 13 February. |
| 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>. |
| McDonalds has the following vacancies:   * Full-time and part-time crew members, Bathgate * Customer care assistant, Newbridge Roundabout (30 hours) * Part-time staff member, Newbridge Roundabout * Staff member, Newbridge Roundabout (30 hours)   <https://bit.ly/2lRWBDT> |
| Marks and Spencer at the Gyle has the following opportunity:  New! Customer Assistant (café) – More than 30 hours - [**https://bit.ly/2Bx2qzU**](https://bit.ly/2Bx2qzU) |
| 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. |
| Scottish Modern Apprenticeship in Civil Engineering, Mott MacDonald, Edinburgh and Glasgow - <https://bit.ly/2UihUPg> |
| Sales Assistant, Mountain Warehouse, Livingston Designer Outlet (8-hour contract) - <https://bit.ly/2ssnnae> |
| Level 3 Engineering Apprenticeship, Network Rail - <https://bit.ly/2PXL0le>.  Applicants must be prepared to spend part of their first year at the Network Rail training centre in England. Applicants will only be considered for vacancies at depots within 60 minutes of their home address.  Must be 18 or over on or before 29 September 2019.  Closing date 12 March 2019. |
| Next at Livingston Elements has various part-time, temporary sales consultant vacancies ranging from 7.5 – 10.75 hours per week - <https://bit.ly/2DLpi04>. The closing date for all opportunities is 12 February. |
| Oil and Gas Technical Apprentice Programme   * Electrical * Mechanical Maintenance * Process Operations * Instrumentation and Control Maintenance   <https://bit.ly/2FAnoRj>. Closing date 28 February 2019. |
| Trainee Engineer, Openreach, various locations. Must have a full manual driving licence - <https://bit.ly/2CV7NsA>. |
| Outlander Training Programme, Cumbernauld. Applicants must 18+ and have at least one credit from a professional tv or film production –  Hair and Makeup Trainee - <https://bit.ly/2HIFnr8>  Set Decorating Painter Trainee - <https://bit.ly/2RWaMLs>  Script Supervisor Trainee - <https://bit.ly/2S2ap2b>  Assistant Director Trainee - <https://bit.ly/2MIkzyR>  SFX Trainee - <https://bit.ly/2Be4axC>  Camera / Video Trainee - <https://bit.ly/2Be4axC>  Other opportunities are also available for applicants aged 23+  Closing date 25 February. |
| Transport Apprentice Engineer, Peter Brett Associates, Tollcross, Edinburgh - <https://bit.ly/2DvgfjN> |
| New! Whitbread has the following vacancies In West Lothian:   * Team Member – kitchen, Beefeater, Livingston. Closing date 28 February. * Grill Chef, Beefeater, Livingston. Closing date 28 February. * Team Member – housekeeping, Premier Inn, Bathgate. * Team Member – kitchen, Premier Inn, Bathgate. Closing date 28 February. |
| 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. |
| Closing date extended! Restructuring Advisory Assistant Apprentice, RSM, Edinburgh – intake August 2019 - <https://bit.ly/2QnukXu>.  Closing date 28 February 2019. |
| Apprentice Engineer, Scot JCB, Bankhead Avenue, Edinburgh – <https://bit.ly/2rPkEqM> (follow the ‘careers’ links).  (follow the careers links). Closing date 15 March. |
| Scottish Power Engineering Pre-Apprenticeship Programme, Edinburgh College, Midlothian - <https://bit.ly/2Mda9aq> |
| Screwfix currently has the following vacancies:  Service Assistant, Screwfix, Livingston (maternity cover, 16 hours, 9 months contract) - <https://bit.ly/2Mnybzn>. |
| Business Admin Apprentice, Sibbald Training, Armadale - <https://bit.ly/2pnFwEl> |
| Apprenticeship in Technology, Sky, Livingston - <https://bit.ly/2SsMEk3>. Closing date 4 March 2019.  Apprenticeship in Contact Centre, Sky, Livingston - <https://bit.ly/2E2h7wg>. Closing date 15 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. |
| Trainee Butcher/Trimmer, AK Stoddarts, Broxburn - <https://bit.ly/2QIAVZx> |
| Part-time Sales Assistant, Trespass, Livingston - <https://bit.ly/2CYHNMY>  Apply instore for vacancy |
| 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! Solutions Support Administrator Modern Apprentice, Capital Document Solutions, Edinburgh - <https://bit.ly/2TwjY5Z>. Closing date 15 February. |
| New! Contract Administrator – Planning, Energy Assets, Livingston - <https://bit.ly/2RGSRUf>. Closing date 22 March. |
| New! Administrative Assistant, Royal College of Nursing, Edinburgh - <https://bit.ly/2DUHWTm>. Closing date 17 February. |
| New! Administrative Assistant, Scottish Midland Co-operative Ltd, Edinburgh - <https://bit.ly/2WHJPtL>. Closing date 15 February. |
| New! Retail Warehouse Assistant, Whitburn. Training provided by PeoplePlus - <https://bit.ly/2SflhtL> Closing date 15 February. |
| New! Heavy Vehicle Service Technician, Ryder, Edinburgh - <https://bit.ly/2BkWObM>. Closing date 19 March. |
| Hire Desk, Edinburgh - <https://bit.ly/2DF9lIH>. Closing date 28 February. |
| Aftersales Customer Service Parts, Eastern Motor Group, Edinburgh - <https://bit.ly/2TiltVv>  Closing date 21 March. |
| 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. |
| Closing date extended! Accounts Assistant, Edinburgh. Training provided by Microcom - <https://bit.ly/2TDIJgn> Closing date 28 February. |
| Closing date extended! Business and Admin Assistant, Edinburgh. Training provided by Microcom - <https://bit.ly/2qtN49r>. Closing date 28 February. |

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>   * Passenger Service Agent - Omniserve * Ramp Services Agent, Customer Service Agent and Aircraft Services Operative (Cleaning and Security) – Swissport * Lounge Stores Security – Swissport (closing date 14 February) * Part-time Sales Assistant – Kurt Geiger * General Catering Assistant – Alpha LSG Ltd * Kitchen Porter and Prep Chef – No 1 Lounges * Crew Member – Burger King * Sales Advisor – Tartan Weaving Mill * Sales Advisor – Superdrug * Various vacancies – Brora * Part-time Sales Assistant – Accessorize * Various Positions – Krispy Kreme * Part-time and Full-time Customer Service Assistants and Seasonal Customer Service Assistant – World Duty Free Group * Full-time and Part-time Sales Advisors – Scottish Fine Gifts * Saturday and Sunday Sales Assistant - WH Smith * Retail and Service Assistant - Luggage Point * Luxury Sales Assistant = MaxMara * Team Member – EAT * Ground Handling Agent – Stobart Aviation Services (must have driving licence). Closing date 25 February. * Barista – Costa * Barista – Café Nero * Various Positions, commis chef, line chef and bar back and food runner – All Bar One * Sales Advisors – The Boy Wizard * Full-time and Part-time Bar Staff and Full-time and Part-time Kitchen Staff – Wetherspoons | |
| 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. * Nursery Practitioner, Sheephousehill Nursery, Fauldhouse - <https://bit.ly/2VxsvXO> * Trainee Admin / Sales – Traffic Clerk, Murphy’s Transport Services Ltd, Whitburn (see attached). Closing date 25 February. * Telecoms Apprentice, Wellwood Communications Ltd, Livingston - <https://bit.ly/2MTwUQZ>. Closing date 28 February. |

The Prince’s Trust

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| * New! Get Into Admin, Edinburgh. 1 April – 10 May. Applicants must be 16- 25 and want a job, all training is provided, travel expenses paid. Participation does not affect benefits and will boost employability skills. Up to 6 months mentoring support. |
| * New! Get Into Hotels, Edinburgh. 11 March – 5 April. Applicants must be 16-30 and want a job, all training is provided, travel expenses paid. Participation does not affect benefits and will boost employability skills. Up to 6 months mentoring support. |
| * New! Get Into Retail, Edinburgh. 18 March – 12 April. Delivered in conjunction with Marks and Spencers. Applicants must be 16- 25 and want a job, all training is provided, travel expenses paid. Participation does not affect benefits and will boost employability skills. Up to 6 months mentoring support. |
| * New! Get Started With Music, Motherwell, 11 – 15 March. Applicants must be 16- 25 and want a job, all training is provided, travel expenses paid. Participation does not affect benefits and will boost employability skills. Up to 3 months support. |
| * New! Get Into Engineering, Glasgow, 18 February – 15 March. Applicants must be 16- 25 and want a job, all training is provided, travel expenses paid. Participation does not affect benefits and will boost employability skills. Up to 6 months mentoring support. |
| * New! Get Into Health and Social Care, Glasgow, 4 March – 5 April. Applicants must be 16- 25 and want a job, all training is provided, travel expenses paid. Participation does not affect benefits and will boost employability skills. Up to 6 months mentoring support. |

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 / Miscellaneous

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| New! Recruiting for the 2019 season - Public Engagement Volunteers, Edinburgh Zoo - <https://bit.ly/2SsgKmR>. Applicants must be 18+ and able to commit to at least 2 days per month. |
| New! Recruiting for the 2019 season - Education Volunteers, Edinburgh Zoo - <https://bit.ly/2BhBYKk>. Applicants must be 18+ and be able to commit to at least one day every one or two weeks. |
| Edinburgh International Film Festival now recruiting for various jobs and volunteering opportunities. Under 18’s will be considered for youth events volunteering. <https://bit.ly/2DOHm9x> |
| Horticultural Careers Day, Royal Botanic Gardens, Edinburgh on 20 February - <https://bit.ly/2HJeROt> |
| 2019 Modern Apprentice Pre-registration, Scottish Water, Edinburgh. Pre-registration closes on 8 March. |
| 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 Admin/Sales - 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 25th of February 2019 |
| **Employer** | Murphy’s Transport |