**Snippets Bulletin** – 3 June 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 Administrator, Window Supply Company, Houstoun Industrial Estate, Livingston  The role would be emailing purchase orders to suppliers, checking order confirmations, receiving and checking delivery notes and matching with supplier invoices. This role would be suitable for a school leaver who wants to work within an office and is willing to come in and start within a junior role. They will also be required to have a good telephone manner as there will be occasions when they may be required to answer telephone calls.  To apply, applicant should send their CV to [dorothy@windowsupplycompany.co.uk](mailto:dorothy@windowsupplycompany.co.uk) |
| New! Greggs, Livingston has the following part-time vacancies:   * 16 hours per week 6am to 12 midday - <http://bit.ly/2Kd4XEl> * 16 hours per week 12 midday – 6.30pm - <http://bit.ly/2KlHCRd> |
| New! Apprentice Hairdresser, Sanctum Hair, The Elements, Livingston Centre. Applicants should apply by sending a CV and covering letter to [info@sanctumhairbeauty.co.uk](mailto:info@sanctumhairbeauty.co.uk) |
| New! Next, Livingston currently has the following vacancies:   * Sales Consultant - temporary 8.25 hours per week. Closing date 8 June. * Sales Consultant – temporary 8.5 hours per week. Closing date 8 June. * Sales Consultant – permanent 12.5 hours per week. Closing date 11 June. * Sales Consultant – permanent 10.5 hours per week. Closing date 11 June. * Sales Consultant – permanent 9.5 hours per week. Closing date 11 June. * Home Sales Consultant – permanent 9.5 hours per week. Closing date 11 June. * Sales Consultant – temporary 10.25 hours per week. Closing date 12 June. * Stockroom Assistant – temporary 11 hours per week. Closing date 12 June.   <http://bit.ly/2WxZkHx> |
| New! Warehouse Assistant Apprenticeship, company unknown, Livingston. Training provider is Training Direct - <http://bit.ly/2JNCRjJ>  Apply via Indeed |
| New! General Assistant (Saturdays only), Klondyke Garden Centre, Livingston – <http://bit.ly/2HMxuyY>. Closing date 14 June.  Plant Area Assistant (16 hours, including weekends) |
| New! Wagamama Livingston has the following vacancies:   * Kitchen Porter - <http://bit.ly/2JURC4v> |
| New! Summer Casual Sports Assistant, Sports Direct, Livingston - <http://bit.ly/2wuCy4u>. Closing date 10 July. |
| Historic Scotland has the following vacancies:   * Admissions Assistant, Edinburgh Castle, 14.8 hours (weekends only) - <http://bit.ly/2HFHeev> * 3 x Apprentice Joiners, 1 - St Anne’s Maltings, St Clair Street, Edinburgh; 2 – Stirling Castle; 3 – Fort George - <http://bit.ly/2M9Imez> * 2 x Apprentice Gardeners, 1 - Holyrood Palace, Edinburgh, 2 – Stirling Castle - <http://bit.ly/2QsVV7o>   Closing date 5 June for all opportunities. |
| Agricultural Census Assistant, Scottish Government, Saughton House, Edinburgh - <http://bit.ly/2EDv8Az>. Closing date 5 June. |
| Customer Adviser, Boots, Broxburn - 16 – 24 hours per week - <http://bit.ly/2LZbUeS> |
| Parts Trainee, Edinburgh Renault, Calder Road, Edinburgh - <http://bit.ly/2VxDEH1> |
| Commercial Trainee / Modern Apprenticeship in Electrical Wholesale, Electric Center, Livingston -  <http://bit.ly/30n1F7j>  Apply via Indeed |
| Data Apprentice – Internal Audit, Tesco Bank, Edinburgh - <http://bit.ly/2EfMgw2>. Closing date 8 June. |
| Hire Desk Apprentice, A-Plant/Opti-cal Survey Equipment, Houstoun Industrial Estate, Livingston - <http://bit.ly/2QbZlvj>. Closing date 31 August. |
| Entry Level Administrator, DB Group Europe, Linlithgow - <http://bit.ly/2HtTz4e> |
| Miller Homes is currently looking to fill the following vacancies:   * Commercial Trainee (working with surveyors and buyers), Glasgow * Technical Trainee (architecture and civil engineering), Edinburgh and Glasgow   <http://bit.ly/2IZT4kA> |
| Hire Desk Apprentice (Business Admin), Jarvie Plant, Bankhead, Edinburgh - <http://bit.ly/2GHYf5U>   * Plant Workshop Apprentice Fitter, Jarvie Plant, Bankhead, Edinburgh - <http://bit.ly/2XUNbt0> |
| Apprentice Warehouse Operative, Kloekner Metals UK, South Gyle, Edinburgh - <http://bit.ly/2VePN7C> |
| BT plc is currently recruiting for the following apprenticeships:  (scroll down on the engineering page to get to these apprenticeships)   * Power Planning Engineer, Edinburgh - <https://bit.ly/2DQiH64> * Electronics Engineer, Edinburgh, Glasgow and Hawick - <https://bit.ly/2DQiH64> * Field Engineer, Glasgow and Stirling - <https://bit.ly/2DQiH64>   (scroll down on the IT page to get to these apprenticeships) -   * Networks Higher Apprentice, Edinburgh - <https://bit.ly/2r9UCxY> * IT Consultant, Glasgow - <https://bit.ly/2r9UCxY>   (scroll down on customer experience page to get to these apprenticeships) -   * Customer Service – mobile delivery, Glasgow - <https://bit.ly/2oRrEBO> * Customer Service (B2B), Glasgow - <https://bit.ly/2oRrEBO> |
| Fast Fit Apprentice, National Tyres and Autocare – National campaign including Livingston, Edinburgh Ferry Road and Falkirk - <https://bit.ly/2UDpKnb>. |
| Dalmahoy Hotel and Country Club currently has openings for:   * Linen porter, room attendant, kitchen porter; food and beverage attendant, golf and leisure attendant, membership sales advisor, hotel receptionist, reservations agent, golf starter and summer greenkeepers. <https://bit.ly/2z8ldm5> |
| Norton House Hotel and Spa, Newbridge currently has the following vacancy:  Kitchen Porter - <http://bit.ly/2X8UjST> |
| Aldi currently has the following vacancies in West Lothian;   * Store Management Apprentice opportunities in Bathgate, Linlithgow and Whitburn - <https://bit.ly/1C4qzdS> * Store Assistant, Bathgate - <https://bit.ly/1C4qzdS> |
| Holmes Care Group is currently looking to fill the following vacancies at Heatherfield in Armadale:   * Care Assistant * Kitchen Assistant (various contracts) * New! Laundry Assistant   <https://bit.ly/2Ex2wcz> |
| Lifetime Training currently has the following vacancies:   * Bar and Waiting Apprentice, Stonehouse Pizza and Carvery, Brucefield Farm, Livingston - <https://bit.ly/2COGT5n>. Closing date 17 June 2019. |
| McDonalds has the following vacancies:   * Staff Member, part-time Livingston Mall (Centre) * Staff Member, part-time and Full-time Almondvale Avenue * New! Delivery staff, Almondvale Avenue * Staff Member, part-time Livingston Designer Outlet * Customer care assistant, Newbridge Roundabout (30 hours) * New! Staff member, Newbridge Roundabout (30 hours) * Staff member, part-time, Newbridge Roundabout * Full-time and part-time car park maintenance person, Newbridge Roundabout * New! Full-time and part-time crew members, Bathgate   <https://bit.ly/2lRWBDT> |
| Whitbread has the following vacancies in West Lothian - <http://bit.ly/2IRxe2P>:   * Team Member – kitchen, Beefeater * Team Member – restaurant, Beefeater * Team Member – Housekeeping, Premier Inn * Team Member – Restaurant, Beefeater * New! Weekend Breakfast Chef, Beefeater * New! Grill Chef, Beefeater |
| Trainee Butcher/Trimmer, AK Stoddarts, Broxburn - <https://bit.ly/2OWBpLH> |

[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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| IT Customer Service, ATOS, Livingston - <http://bit.ly/2YW8ZVZ>. Closing date 11 July. Training provider is QA. |
| Light Vehicle Technician, Bathgate - <http://bit.ly/30JmIkF>. Closing date 7 June. Training provider is GTG. |
| Light Vehicle Technician, Broxburn - <http://bit.ly/2QsD2RR>. Closing date 7 June. Training provider is GTG. |
| Institute of Sports Apprentice Technician, Sports Science Laboratory Facilities, The University of Edinburgh - <http://bit.ly/2HWRa25>. Closing date 8 June. |
| Bioimaging Facility Technician, Roslin Institute of Bioimaging and Flow Cytometry Facility, The University of Edinburgh - <http://bit.ly/2KfdMhd> . Closing date 8 June. |
| Trainee Laboratory Support Technician, The School of Biological Sciences, The University of Edinburgh - <http://bit.ly/2MlJxYC>. Closing date 8 June. |
| Office Admin Apprentice, Simply Solutions, Livingston - <http://bit.ly/2HFLOIk>. Closing date 23 June. Training provider is JB Management. |
| Audi Service Technician Assistant, Edinburgh - <http://bit.ly/2YGetUp>. Closing date 11 July. Training provider is Babcock International. |
| Datacentre Support Apprentice, ATOS, Livingston - <http://bit.ly/30waUSA>. Closing date 11 July. Training provider is QA. |
| Hairdresser Apprentice, Bau Hair Design, Fountainbridge, Edinburgh - <http://bit.ly/2Hybkk9>. Closing date 29 June. Training provider is Joseph Lawrence Ltd. |
| Hairdresser Apprentice, Bamboo Boutique, Stockbridge, Edinburgh - <http://bit.ly/30BamuM>. Closing date 14 July. Training provider is Mentor. |
| Business and Administration, Atmos Consulting Ltd, Canning Street, Edinburgh - <http://bit.ly/2PHbS9J>. Training provided by Reward Training. Closing date 30 May. |
| Childcare, Armadale - <https://bit.ly/2Ultxt9>. Training provided by Carousel. Closing date 9 June. |
| Childcare, Livingston - <https://bit.ly/2CYfIpI>. Training provided by Carousel. Closing date 9 June. |

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>   * Part-time Sales Assistant – Accessorize * Host and New! Commis chef / kitchen assistant, bar staff and line chef – All Bar One * General Catering Assistant – Alpha LSG Ltd * Server and Chef– Bar Burrito * Various vacancies – Brora * Team Member – Burger King * Barista – Café Nero * Retail Assistant – Coco Chocalatier * Barista – Costa * Sales consultant – Dixons Travel * Various contracts – Fat Face * Cleaner – Fresh Cleaning * Guest Service Agent, Casual Guest Service Agent, Kitchen Guest Service Agent and Kitchen Guest Service Agent (variable hours) – Hampton by Hilton * New! Car rental assistant, Instant return and customer service agent – Hertz * New! Server, chef, bartender – Hudson St Grill * Sales advisor – Hugo Boss * Foreign exchange consultant – International Currency Exchange * Various Positions – Krispy Kreme * 39-hour keyholder and Part-time sales assistant – Kurt Geiger * Barista – Luckie Beans * General operative and toilet and water operative – Menzies Distribution * Kitchen Porter and Prep Chef – No 1 Lounges * Sasse – Housekeeping Operative (day shift) * Part-time Sales Advisors – Scottish Fine Gifts * Barista - Starbucks * Ground handling agent and Passenger Service Agent – Stobart Aviation Services * Sales Adviser – Tartan Weaving Mill * Kitchen staff and floor staff – Wetherspoons * Sales Assistants (various shifts) - WH Smith * Part-time and seasonal customer service assistant and Housekeeper– World Duty Free Group * Kitchen team member – Yo! |

[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. * No current opportunities |

The Prince’s Trust

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| * No current vacancies in West Lothian |

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

Special conditions apply to these vacancies and only people aged 16-29 who fall into one of the following categories can apply: person with a criminal conviction; care leaver or care experienced; carer; military early service leaver; person with a disability; person currently participating on an activity agreement; homeless person; person affected by substance misuse; person with lower than SCQF level 5 qualification (lower than Nat 5, Standard Grade credit, Intermediate 2 or SVQ 2); work programme completers who remain unemployed.

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| * No current opportunities |

Useful to Know

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| Timpson’s offer free dry cleaning of clothes for interview. This offer is open to people who are unemployed and seeking work. You don’t need a voucher, just ask at the counter to get the deal. There currently isn’t an end date to this offer and it is running in every store that has dry cleaning facilities – about 300 stores across the UK. For more information, please see <https://bit.ly/2YXka1b>. |
| Charlie Miller in Edinburgh accepts applications for their trainee hairdressing positions all year. For more details see <https://bit.ly/2JdVsAy>. |
| 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>. |
| DBM Construction in Bathgate accept speculative CVs – <http://bit.ly/2Prj4X7> |