

Vacancy Newsletter

east lothian
works

Role: Trainee Receptionist/Secretary

Company: McInroy & Wood

Location: Haddington

McInroy & Wood is a thriving and independent private client investment management firm managing over £2.1bn worth of clients' investments, which are invested directly around the world. We are housed in our own purpose-built premises in Haddington, with additional offices in London and Harrogate. We strive to build a diverse team, recognising the many benefits that this brings to our clients and colleagues, and we are proud of our collegiate approach.

Job Description: The role involves receptionist and general secretarial duties, to help ensure the smooth running of the office. This includes dealing with director and staff administration requests timeously and accurately, and ensuring that all callers, in person or on the telephone, are treated politely and professionally. This is a trainee role and full training will be given.

- Telephone call handling including effective call transfer and taking accurate and detailed messages, all in a calm and professional manner.
- Welcome visitors to the office.
- Arrange meetings; book meeting rooms and provide refreshments for guests.
- Organise travel for staff and visitors.
- Maintain registers, diaries and the visitor log book.
- Keep contact information up to date in our computer system.
- Carry out photocopying, printing and filing tasks, type letters, bind and proofread documents.
- Sort and distribute incoming mail, handle deliveries and outgoing mail.
- Assist with mailings and events.
- Order stationery.
- Other general office duties as required.

Skills & expertise required

- Team worker with a proactive, flexible approach.
- Effective communicator, verbally and in writing.
- Excellent attention to detail and ability to work to a high degree of accuracy.
- Strong organisational skills and the ability to meet deadlines and manage multiple tasks.
- Well presented with a confident, friendly and approachable manner.
- Experience of working with the public is an advantage.

Closing Date: 31st December 2021

For more information and how to apply follow this link [Working for McInroy & Wood \(mcinroy-wood.co.uk\)](http://Working for McInroy & Wood (mcinroy-wood.co.uk))

Role: Accounts Apprentice

Company: Whitelaw Wells

Location: North Berwick

About the Employer

As one of Scotland's leading independent firms of Chartered Accountants and business advisers, we offer a comprehensive range of accountancy, taxation and business advisory services to private individuals and companies from a wide range of sectors throughout Scotland and beyond.

About the role

We are looking for a full time accounts assistant to work in our North Berwick, East Lothian office. The role involves preparation of year end accounts for a wide-ranging portfolio of clients that covers sole traders, partnerships, limited companies and LLP's. The preparation is primarily done from computerised records but occasionally may involve working from manual records.

You will also be involved in the preparation and submission of quarterly VAT returns using MTD compliant software.

Experience of Iris, Sage, Quickbooks, Xero, Microsoft Excel and Word is preferred but not essential. We would also consider applicants looking to sit AAT or ACCA qualifications and training would be provided.

You will be required to manage various workflows at the same time and be confident in dealing directly with clients.

To find out more and apply please follow this link: [Accounts Assistant - Whitelaw Wells](#)

Role: Customer Service Agents

Company: Zest Energy

Location: Leith, Edinburgh

We require out-bound customer service agents to contact potential new customers to inform them of the products available and compile a fact find surrounding the property. This is not a sales role; we are simply looking for individuals who enjoy communicating with the general public.

Full and part time hours are available.

- Full training is provided to ensure you are successful and confident in the role straight away.
- Must be confident in communicating over the phone.
- Must be able to demonstrate a polite and friendly approach.
- Immediate start available.

We pay in line with the UK Living Wage at £9.50 per hour, however performance bonus is also available increasing pay up to £15 per hour. Call 07931862172 for an immediate interview

Role: Warehouse Order Packer
Company: The Crafty Kit Company Ltd
Location: East Linton

Pay: From £9.00 p/h
Position Type: Part-time/Permanent

The Crafty Kit Company is a fast growing, dynamic business based in East Lothian. We design and manufacture craft kits to sell to consumers and trade customers all over the UK and abroad. Our main clients are John Lewis.

We're currently on the look out for just the right person to join the team to pick and pack our trade orders. The job role includes:

- Accurately and neatly picking & packing orders for our trade customers
- General maintenance of the warehouse
- Checking and counting stock
- Booking deliveries using delivery software
- Ordering stock such as packaging
- Working closely with the Production Supervisor and Consumer Order Packer

About you

You'll be methodical, quick and accurate in your work. Being highly organised is essential. You enjoy being busy and are accustomed to active, physical work. You're confident with technology and software systems for booking in deliveries. You have excellent time management and are always punctual.

We are looking for the right person to start immediately, but please note that the successful candidate will be selected after an initial interview and trial. If you think this is you, please get in touch!

Proposed hours are Monday to Friday 9am to 1pm.
We are looking for a candidate who lives within a 20 mile radius of East Linton.
Previous experience would be an advantage but is not essential.

Own transport essential.

To find out more and to apply please follow this link: [Warehouse Order Packer - East Linton EH40 - Indeed.com](#)

Contact:
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