

# Vacancy Newsletter

east lothian  
**works**

**Role:** Graduate Intern - Procurement

**Company:** East Lothian Council

**Location:** Haddington

**Hours per week:** 35 Hours per week

**Job Description:**

The successful applicants will work within the Procurement team to provide a professional procurement service to the Council.

They will work with the Senior Procurement Officers to engage with, and provide advice and guidance to, clients and engage with suppliers to ensure full market engagement in the tendering process.

They will undertake further competitions from existing Frameworks and DPS.

They will use the PCS-T electronic tendering system for tenders and collate KPIs and reports.

They will support the Procurement service in having a positive impact, via Community Benefits, on the labour market priority areas of Construction and Infrastructure, Renewables, Green Jobs and Care.

They will ensure all transactions fall within Standing Orders relating to contracts as well as complying with all relevant legislation.

**Essential requirements;**

Degree level qualification in Business Management or other related discipline

Graduated within the past 2 years

Aged up to 24 years

Attended an East Lothian Council school

For those interested or if you wish to know more please see: [Graduate Intern \(x2\) - Procurement - East Lothian Council | myjobscotland](#)

**Role:** Cleaner

**Company:** CJC Recruit Limited

**Location:** Musselburgh

**Hours per week:** 20

**Salary:** £11.00 per hour

**Job Description:**

We are looking for a site cleaner to start on Monday for a client in Musselburgh (EH21).

The role will be cleaning of the cabins 4hours per day on Mon to Fri. Ideally 9am -1pm but they are flexible on the times to suit.

The role will last approximately 12months and hours may increase over the duration as they add more cabins.

Contract length: 12 months

Part-time hours: 6 per week

Job Types: Part-time, Temporary

To apply call Jane on 07306 092288 or apply [Cleaner - Musselburgh - Indeed.com](#)

Cut Price Timber is an independent timber merchant based in Tranent East Lothian. They have two opportunities available to apply for below. Both of these roles are Full-Time, Permanent positions.

**Role:** Delivery Driver

**Company:** Cut Price Timber

**Location:** Tranent

**Hours per week:** 7am to 5pm Monday to Friday and every second Saturday. Overtime may be required in peak season.

**Job Description:**

You will be on the front line dealing with customers face to face when delivering products.

Loading and unloading company vehicles, which will generally be lone working.

Working together with other staff to proactively create a safe working environment.

Delivering materials from our yards to customers in a safe and professional manner.

Loading the vehicle in the yard - it will be the successful candidate's responsibility to ensure the vehicle is loaded (non-mechanical offload), safe and in line with road, transport and Health & Safety legislation.

You must present a good company image.

It is likely you would perform over ten drops per day covering a wide area (averaging around 180 miles per day).

Yard Housekeeping and organisation would be a requirement

A category C/Class 2 licence is desirable for future expansion, but not essential.

A driving licence is **essential** with no more than 3 points.

Forklift licence would be of benefit, but not necessarily required as training can be given

To apply, please send a CV to [nicol@cutpricetimber.co.uk](mailto:nicol@cutpricetimber.co.uk)

**Role:** Lead Sales Executive x2

**Company:** Cut Price Timber

**Location:** Tranent

**Hours per week:** 7.30am to 5pm Monday to Friday and every second Saturday. Overtime may be required during peak season.

**Job Description:**

Working as a part of as team to achieve sales targets.

Promoting further sales through key communication with customers and generate new business leads.

Communicating with suppliers and assisting with stock management.

Working together with other staff to proactively create a safe working environment.

About You:

Sales experience is essential.

Be able to work well in a team environment.

Work well under pressure and have the ability to meet sales targets and fast-moving deadlines.

Must show initiative, drive and self-motivation.

Excellent communications skills including emailing and telephone manner.

Customer Services is paramount to our business so building a rapport with customers is important.

Experience dealing with trade customers and larger businesses would be of benefit.

Knowledge of timber/building products is desirable.

Health & safety awareness is paramount.

Need to be adaptable and thrive in a dynamic environment.

To apply, please send a CV to [nicol@cutpricetimber.co.uk](mailto:nicol@cutpricetimber.co.uk)

**Role:** Supervisor

**Company:** McColl's Retail Group

**Location:** Musselburgh

**Salary:** £9.06 per hour

**Job Description:**

As a Supervisor you will support the Store Management team with all the daily tasks that are involved in running a busy store. You'll also assist by inspiring the team around you to deliver the highest level of service to our customers whilst ensuring that all colleagues are happy, motivated, well trained and feel proud of their role within the local community.

Other responsibilities, include opening and closing the store, till and cash operation, stock control, merchandising and maintaining a clean and well-presented store at all times.

It's a varied and challenging role and we are seeking individuals with excellent communication skills and a flexible approach to working hours as you will be required to work early mornings and some late nights. You'll also need to be numerate with basic computer literacy.

If you have previous experience within the retail or customer service industry, a flexible and adaptable approach and a passion for delivering the best possible experience to the customer by helping us to be "your neighbourhood's favourite shop", we'd really love to hear from you.

If you would like to apply please see the Indeed post [Supervisor - Musselburgh - Indeed.com](#)

**Role:** Care Assistant

**Company:** Cera Care Ltd

**Location:** Musselburgh

**Salary:** £10.51-£11.02 per hour

**What's involved?**

Life gets more challenging as we get older, so our Carers are here to provide a helping hand, by visiting people in their own homes, once or maybe several times a day. You might be helping them get up, get washed and dressed. Or making sure they have grocery supplies and a hot meal. Or that things are tidy and safe around the home.

Carers are friends, allies, lifelines to people who really need them, sometimes in the final chapters of their lives. There can be sad moments, but here's the thing: you'll have helped. And if our existing carers are to be believed, you'll get a lot out of these relationships too.

Very few jobs have such an impact on people's lives. And being the caring human being you are, you're ideally cut out to join us.

**A few important details;**

This job is available part-time, full-time on either a flexible or guaranteed hours basis.

Your shifts will normally include one weekend in two and/or some evenings.

There are often overtime opportunities, but these are voluntary.

Care experience is not necessary, but you **must** be aged at least 18.

Apply through Indeed: [Care Assistant - Musselburgh EH21 - Indeed.com](#)

**Contact:**

East Lothian Works, 9-11 Lodge Street, Haddington EH41 3DX

Tel: 01620 827262

Email: [ELworks@eastlothian.gov.uk](mailto:ELworks@eastlothian.gov.uk)

