

Vacancy Newsletter

east lothian
works

Role: Apprentice Conversion Fitter

Company: Jerba Campervans LTD

Location: North Berwick

Job description: Jerba Campervans is an employee owned business - so everybody in the workforce has a vested interest in its growth and success.

Based in North Berwick Jerba Campervans manufacture brand new VW campervans. They specialise in high quality and have a market leading reputation for both finish and customer service. This new position of Apprentice Conversion Fitter is a vital new role within our growing business. Working alongside fully qualified and experienced fitters, the role provides an excellent opportunity for someone just beginning their career. Jerba expect all employees to be passionate and committed, to ask questions and be innovative, to build solid relationships with other employees and to roll up their sleeves and help each other out whenever it is needed.

Responsibilities:

- To undertake a full range of tasks in the first phase of the van conversion – includes stripping down interior, cutting out roof & bodywork for addition of an elevating roof, adding strengthening frame, fitting 12v cabling, floor & side insulation, carpet trimming, rear seat and assisting with fitting of parts on vehicle underside and in latter stage of converted vehicles.
- To work and engage with all other employees in undertaking many different repairs, maintenance and fitting of extra equipment while also looking to continuously improve the productivity of the business, the workplace environment and the positive impact the business can have on the local community.
- To undertake other general workshop and conversion duties as and when required.
- To maintain a clean and tidy area and take personal responsibilities on and around your working area to ensure yours and your colleagues' health and safety is not at risk in all workshops.
- To have a positive and can do approach in the workplace – as an employee owned company all employees expect everyone to be passionate, responsible, innovative and work as one team.
- To prepare a variety of standard parts for production use as and when required.

Skills:

- No previous work experience in coachbuilding is required, however, a proven interest in and enthusiasm for hands on tasks where precision and quality can be demonstrated is vital.

Pay/Hours: Salary range £7.00 to £9.00 per hour depending upon experience. Annual employee ownership bonus (after 12 months employment) and 30 days annual holiday allowance including statutory days.

Application process: Interested parties should send their CV to Alan.Winter@jerba.co.uk

Role: Trainee Bar Manager

Company: Legion Scotland Social Club

Location: Dunbar

Responsibilities:

- Cash handling, checking tills & banking
- Stock checking, learning cellar management
- Learning Staff Management & serving customers

Requirements:

- Good numeracy skills
- Good literacy skills
- Must live in East Lothian, be currently unemployed/underemployed and aged 16-24 due to funding for this position

Application process: send CV to manager@rbldunbar.co.uk

Role: Shop Assistant

Company: The Community Carrot

Location: Dunbar

Job description: Community Carrot is a busy high street shop and requires an enthusiastic person who will fit in with the ethos. They're a community-owned shop aimed at promoting sustainability, with a passion for great food and where it comes from. The work can be physically demanding and would require a good level of general fitness.

Responsibilities:

- Serving customers
- Learning EPOS/Shopify system
- Making up orders
- Answering the phone
- Occasionally making deliveries (if applicable)
- Lifting and moving goods and boxes
- Helping to maintain clean and safe environment
- Option to learn to use the e-cargo bike

Skills:

- Good communication and people skills
- Able to interact calmly and respectfully with the public
- Able to take instruction and direction regarding tasks
- Working within a small team in a busy environment, this means helping and relying on each other to ensure the shift runs smoothly
- Be able to use your initiative and prioritise tasks as required

Requirements:

Must live in East Lothian, be currently unemployed/underemployed and aged 16-24 due to funding for this position

Pay/Hours: Full time position approx 30-35 hours per week.

Wages are age dependent, but will be in line with the new Living Wage.

Application process: To apply for this position, send a cover letter and a CV by email to manager@communitycarrot.scot, for the attention of Helen or Jo.

Role: Client Technical Support and Digital Marketing Assistant

Company: Private House Stays

Location: Work from home

Private House Stays, was created after running a B&B in Edinburgh for 12 years. PHS was formed to help privately owned property holders by taking commission-free bookings. Our website promotes quality private properties in the holiday rental market across Scotland. PHS also provides clients with excellent booking software for their own website, including a synchronising calendar widget, which allows them to manage bookings from all platforms in one place. We also utilise Digital Marketing to drive traffic to our client's properties, including our extensive things-to-do online directory.

Responsibilities:

- To support our current clients in the use of our booking software, updating prices and seasons and using our rentals united channel manager
- Research and finding copyright free images via our partnership with Visit Scotland using their asset library
- Contacting individuals via social media asking if we can use their images on the Private House Stays website
- Researching the best things to do in Scotland and creating new property listings on our website through our own property management system.
- Working on excel spreadsheets
- Training will be provided on our Customer relationship database Highrise.
- Updating our Mailing Software Email octopus and researching interesting data that we can share with our readers.
- Lots of training will be provided on using our new Property Management system built in Eskimo.
- Candidate will be working from their own home (contactable via Zoom) Must be able to use their own initiative and be comfortable with working solely from home.
- Regular team meetings.

Pay/Hours: 25 hours per week, NMW

Requirements:

- Must live in East Lothian, be currently unemployed/underemployed and aged 16-24 due to funding for this position

Application process: Please send CV to cassie@privatehousestays.com

Contact:

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

Tel: 01620 827262

Email: ELworks@eastlothian.gov.uk

