

Job Title	Company	Pay	Job Description	Job Type	Location	Closing Date	Where to Apply
<b>Contracts Supervisor</b>	Home Fix Scotland	£39,904 per year	This role will supervise work within any of the following works streams; Repairs, Voids, Planned and Capital Works.	Temp	Greenock	18 September 2020	<a href="#">S1 Jobs</a>
<b>Clerical Assistant</b>	NHS( Inverclyde Royal Hospital )	£18,600 - £20,606 per year	You will support effective clinical care by providing an efficient Health Records service to patients, medical and nursing staff. Ensure Electronic Patient Records are administered and processed accurately and that patients' health records remain confidential, are securely stored and are available as and when necessary. You will undertake associated administration duties such as scanning patient information, photocopying, and booking in patients to busy Outpatient Department.	Full Time, Fixed Term	Greenock	23 September 2020	<a href="#">NHS</a>
<b>Claims Administrator</b>	HRC Recruitment	£9.00 - £9.55 per hour	We are looking for bright, approachable and enthusiastic individuals to work and liaise with customers over the telephone, emails and even sometimes in person!	Full Time	Greenock	ASAP	<a href="#">Indeed</a>
<b>Clerical Assistant</b>	Inverclyde Council( Inverclyde Academy)	£18,790 - £19,368	To provide clerical support within the school environment as directed by the head teacher or nominee	Part Time	Greenock	20 September 2020	<a href="#">My Jobs Scotland</a>
<b>Early Years/Childcare Modern Apprentice</b>	Azilo Training	£8,600 - £9,000 per year	Opportunity for a full-time trainee childcare assistant based in a well-established nursery situated in Greenock.	Full Time( Apprenticeship)	Greenock	ASAP	<a href="#">Indeed</a>

<b>Early Years Support Assistant</b>	Binnie Street Nursery	£18,790 - £19,368 per year	To provide support to Early Years practitioners in the delivery of the curriculum, the organisation of the playroom and with individual / groups of children	Part Time	Gourock	20 September 2020	<a href="#">My Jobs scotland</a>
<b>Learning Assistant x 3</b>	Craigmarloch School	£19,947 - £20,536 per year	To work as part of a class team to provide support for children and young people with severe or complex learning difficulties	Temp	Port Glasgow	20 September 2020	<a href="#">My Job Scotland</a>
<b>Accommodation Assistant x2</b>	Inverclyde Centre for the homeless	£19,947 - £20,526 per year	To assist the Temporary Accommodation Officer in ensuring that all temporary homelessness accommodation and communal areas used by the homeless service are kept to the highest standards of good order and cleanliness. To ensure the security of the Inverclyde Centre and safety of service users. To assist the Accommodation Officer in the letting process of temporary accommodation	Full Time, Temp	Greenock	20 Septemeber 2020	<a href="#">My Jobs Scotland</a>
<b>Catering Assistant</b>	Baxterstorey	£9.50 per hour	BaxterStorey is one of the fastest growing hospitality providers in the UK. We are proud of the internal careers we have created, and we are looking for new team members to be a part of our growing company.	Full Time	Gourock	ASAP	<a href="#">Indeed</a>
<b>Cook/Catering Assistant</b>	Craigend Resource Centre	£8.72 per hour	Cook/Catering Assistant position available at Craigend. Minimum of 2 years experience in a large cooking enviroment essential.	Part Time	Greenock	ASAP	Call 01475 786739 for application pack.

<b>Catering Assistant</b>	Inverkip Primary	£18,018 per year	To assist in the provision of a catering service.	Part Time/Temp	Inverkip	20 September 2020	<a href="#">My Jobs Scotland</a>
<b>ASN Auxiliary</b>	Ailemill Primary	£18,790 - £19,368 per year	To work as part of a class team to provide support for children and young people with Additional Support Needs	Part Time/Temp	Greenock	20 September 2020	<a href="#">My Jobs Scotland</a>
<b>School Librarian</b>	Inverclyde Accademy	£21,452 - £27,104 per year	To be responsible for the day to day administration, management and development of the school library and staff development centre.	Full Time	Greenock	20 Septemeber 2020	<a href="#">My Jobs scotland</a>
<b>Assembly Operator x 20</b>	Apex	£8.72 per hour	We urgently require experienced hand assembly operatives to start immediately at our manufacturing client in Port Glasgow.	Full Time/ Temp	Inverclyde	ASAP	<a href="#">Call 07392 866668 or forward CV to m.brzyska@apexltd.co.uk</a>
<b>Customer Assistant</b>	Tesco	TBC	Part Time Position at Tesco working Nightshift hours.	Part Time	Greenock	21 September 2020	<a href="#">Indeed</a>

<b>Sales Assistant</b>	VPZ	TBC	We are looking to expand our team, and hire a Sales Assistant to join our Greenock store. Ideally you will have previous retail and face-to-face sales experience, and will display high levels of customer service.	Part Time	Greenock	ASAP	<a href="#">Indeed</a>
<b>Sales Advisor</b>	Superdrug	£6.50 - £8.72 per hour	Your role at Superdrug as one of our Sales Advisers will be all about serving customers mostly at the till point where you will deliver excellent service and make sure customers don't miss out on any of our great Star Buys. You'll help ensure that the store is well stocked and a high level of store presentation is maintained and will be actively be involved in achieving the store targets.	Part Time	Port Glasgow	ASAP	<a href="#">Indeed</a>
<b>Retail Supervisor</b>	The Works	£9.00 per hour	As a Supervisor with The Works, you will be leading by example within a small team in a busy shop. You will have key holder responsibility alongside the store management team, and you will be seen as a go to person for our Sales Assistants.	Part Time	Greenock	ASAP	<a href="#">Indeed</a>
<b>Customer Service Assistant</b>	Wilko	TBC	Your role as Customer Service Assistant will be all about making sure every customer receives the very best service, every time, at the till or out on the shop floor. Thanks to your warm friendly manner, helpful approach and great product knowledge, customers will keep coming back to us every time they need to tick those to-dos off their list. Taking huge pride in what you do, you'll make sure that the shop floor looks shipshape, and all of the stock is in the right place and of course, looks its best.	Part Time	Greenock	ASAP	<a href="#">Indeed</a>
<b>General Labourer</b>	Apex	£9.88 - £10.00 per hour	Apex require a cscs labourer for a long term housing site in Greenock. An immediate start is available and you will require to have a valid cscs card and own ppe.	Full Time	Greenock	ASAP	<a href="#">Indeed</a>

<b>Relief Pharmacist</b>	Boots	TBC	Pharmacists... we are looking for you to join us on a Relief basis supporting our stores in and around Greenock, based in our Greenock, Hamilton Way Boots Store, ideally on a full time basis.	Full/Part Time	Greenock	ASAP	<a href="#">Reed</a>
<b>Relief Support Worker</b>	Quarriers	£9.30 per hour	As a Support Worker, you will work with individuals who have a wide range of support needs, providing them with their personal care and encouraging them to achieve their own personal outcomes in all aspects of their daily lives e.g. keeping safe, meaningful activities, community involvement, physical health, relationships, emotional health and wellbeing.	Various	Greenock	ASAP	<a href="#">Indeed</a>
<b>Care Coordinator</b>	Invercare	£10.50 - £11.33 per hour	We are looking for enthusiastic, committed, motivated and flexible people with a full UK driving license and access to their own car to join our home care services team as a Care coordinator, working 30 hours per week on a set 2 week rota with every second weekend off.	Full Time	Inverclyde	ASAP	<a href="#">Indeed</a>
<b>Night Care Assistant</b>	Barchester Healthcare	£9.40 per hour	As a Care Assistant at a Barchester care home, you'll help residents enjoy each day by making sure they get the quality care and support they deserve. You'll assist with daily living, providing support, companionship and sharing great moments and memories too	Full Time	Greenock	ASAP	<a href="#">Reed</a>
<b>Production Operative</b>	Blairs Windows and doors	£13,866 - £18,137 per year	Production operative to work with a leading manufacturer in Inverclyde, the role requires staff to be flexible in their approach work, Physical work involved, must be cable of working as an individual as well as a team player.	Full Time temp	Greenock	ASAP	<a href="#">Indeed</a>