

# JOBS OF THE WEEK

**Company:** Orkney Islands Council

**Position:** Administrative Assistant,  
Operational Support

**Date of Advert:** 10 June 2021

**Location:** Kirkwall

**Details:** [Myjobscotland](#) website

**Company:** Orkney Islands Council

**Position:** Secretary to Head of  
Services (Community  
Learning, Leisure and  
Housing)

**Date of Advert:** 10 June 2021

**Location:** Kirkwall

**Details:** [Myjobscotland](#) website

**Company:** The Albert Hotel

**Position:** Various Positions

**Date of Advert:** 10 June 2021

**Location:** Kirkwall

**Details:** [The Orcadian](#) website

**Company:** Donaldsons of Orkney

**Position:** Shop Assistant

**Date of Advert:** 10 June 2021

**Location:** Kirkwall

**Details:** [Donaldsons](#) Facebook page

**Company:** Orkney Islands Council

**Position:** Clerical Assistant, Finance  
and Administration  
Services

**Date of Advert:** 11 June 2021

**Location:** Kirkwall

**Details:** [Myjobscotland](#) website

**Company:** Steven R Paterson Ltd

**Position:** Storeperson

**Date of Advert:** 11 June 2021

**Location:** Kirkwall

**Details:** [Steven R Paterson](#)  
Facebook page

**Company:** National Health Service  
Orkney

**Position:** Team Secretary

**Date of Advert:** 14 June 2021

**Location:** The Balfour, Kirkwall

**Details:** [NHS](#) website

**Company:** Orkney Islands Council

**Position:** Early Years Practitioner  
(two posts)

**Date of Advert:** 14 June 2021

**Location:** Glaitness Nursery &  
Strynd Nursery

**Details:** [Myjobscotland](#) website

**Company:** Argos Bakery

**Position:** Kitchen & Retail Assistant

**Date of Advert:** 16 June 2021

**Location:** Kirkwall

**Details:** [Argos Bakery](#) Facebook  
page