

Trainee Operations Assistant, Crendon Timber Engineering, Glastonbury

Crendon Timber Engineering is a leading designer and manufacturer of engineered timber products. Operating from seven sites around the UK, its Timber Engineering business designs and manufactures Roof Trusses and Engineered Floors.

The role

Due to business growth we are looking for a Trainee Operations Assistant to join our team in Glastonbury. This is a key role in ensuring that the Operations team are able to provide an efficient and effective service.

Who are we looking for?

We are looking for an ambitious, hardworking, motivated individual who is willing to learn, eager to progress and enjoys working in a high performing team. The company is willing to put time, resource, training and investment into the successful candidate. You will be well organised, able to plan and prioritise your daily tasks and organise your workload. You must be able to communicate well at all levels and maintain high levels of customer service. Capable of working under pressure, you must be able to demonstrate excellent organisational skills and have a positive attitude towards work and meeting customer needs.

Key Duties of the Accounts Administrator

- A good communicator and able to liaise with customers offering technical and knowledgeable information
- An organised individual with good time management
- Take responsibility for personal development and training plans

Rewards

- Salary- £16,000 per annum
- Contributory Stakeholder Pension Scheme
- Life Assurance
- Childcare Voucher Scheme

Apply

We are looking for an organised and forward thinking candidate. If you feel you have the skills and experience, please send your CV along with a covering letter to Janine Calcutt at careers@crendon.co.uk.