

Roof Design Co-ordinator/estimator/designer, Crendon Timber Engineering, Bridgend

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

Role

The role offers a great opportunity for someone with design experience to work alongside the Commercial Design Manager and assist with predominantly 'design-coordination' as well as engaging in both estimating and design. The crucial role of design coordinator will ensure accurate records of designs placed, keeping track of progress whilst liaising with customers, our project coordinator and local branch operations team. As this role involves full time office based work, the successful applicant will be the main Commercial representative in the branch, ensuring that designs have been completed and issued to the factory in time. Whilst predominantly office based, occasional site visits/visits to other branches will be possible. As an expansion to the role where viable, the role will include producing quotations and designs. The role is essential in assisting in the efficient and profitable operation of the Timber Engineering Department, at our Bridgend site, by building relationships with new and existing customers and providing a knowledgeable technical service.

Responsibilities

These include (but are not exhaustive):

1. To maintain customer liaison and provide a knowledgeable technical service both in the office and on site visits where they may occur.
2. To maintain a clean, tidy and organised workplace at all times.
3. Ensure Company Health & Safety and Smoking policies are observed at all times.
4. Attending internal and external training courses which your line manager feels is appropriate.
5. Work within MBA (Novo) to monitor & chase design progress for internal and external designers.
6. Supplement design coordination via Excel.
7. Track/liase with and monitor design resource.
8. Represent Commercial Department in Bridgend as main point of contact – liase with both customers and operations department as need requires.
9. Utilise the NOVO grids within the Mitek programme to maintain and action your daily tasks set by the Estimating Coordinator.
10. Liaise with customers and provide a knowledgeable service both in the office and onsite visits.
11. Attend customer/site meetings as required; ensuring the company dress code is adhered to (including PPE requirements).
12. Help ensure regional adoption of Lean Design principles as required.
13. Liaise with relevant internal staff/production teams etc. to ensure that designs take into consideration costs, targets and manufacturing capacity & capability.
14. To interpret customer requirements and prepare appropriate quotations and any technical details that may be necessary.
15. To generate enquiries from new and existing customers, to follow up quotations and obtain orders on behalf of the Company.

Attributes

- Customer focussed with excellent customer service skills.
- Well-organised and able to work unsupervised, prioritising tasks.
- Results orientated and able to get it right the first time.
- Good communication skills, both written and verbal and able to communicate effectively at all levels.

Benefits

These include:

- 30 days holiday per year, including Bank Holidays
- Contributory Stakeholder Pension Scheme
- Life Cover
- Childcare Voucher Scheme
- Rewards Scheme
- Health and Wellbeing
- Cycle to work Scheme
- Long Service Awards

Hours of Work

40 hours per week, Monday to Friday (8.00am to 5.00pm).

Further Information

Location – Bridgend CF32 9LW

Responses (CV's by email preferred)

Email: careers@crendon.co.uk
Contact: Janine Calcutt
Company Name: Crendon Timber Engineering Ltd

More details about Crendon Timber Engineering can be found at our website:

www.crendon.co.uk