

## **Crendon Timber Engineering**

**Location:** Piddlehinton

**Job Title:** Trainee Design/Estimator

**Hours of Work:** 40 hours per week, Monday to Friday (8.00am to 5.00pm)

**Salary:** Competitive

### **The Role**

An exciting vacancy has arisen for a Trainee Design/Estimator to join the team at our Piddlehinton branch. This is a fantastic opportunity for someone who is looking to start or change their career, has an interest in design and estimation and wants to join a growing business.

Working as part of the commercial team, you will learn and understand all aspects of designing and estimating roof trusses and engineered floor joists and become a technical expert. For this role, 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 will be investing time, resource, and training, ensuring you are fully equipped to succeed in your role and progress within the business.

### **What you will be doing**

In this exciting and varied role, your responsibilities will include:

- Interpreting customer requirements to prepare appropriate quotations and any other relevant technical information or detail that may be necessary;
- Generating enquiries from new and existing customers, following up on quotations and obtaining orders;
- Providing efficient and effective design solutions in respect of the Company's engineered timber products;
- Building effective working relationships with customers, offering a knowledgeable service and up-to-date technical information and advice;
- Issuing manufacturing details as required;
- Ensuring all work-related matters and information is dealt with in a timely and organised manner and maintaining a clean, tidy and organised workplace at all times;
- Taking responsibility for personal development and training plans, identifying and requesting relevant training programs where appropriate;
- Undertaking work-related projects assigned by management and providing written reports and feedback where appropriate;
- Attending relevant external training and development courses and undergoing necessary in-house training to meet both company and personal objectives.

### **What do we offer**

At Crendon we know that our people are the key to our success. We strive to have the very best people, who are motivated and inspired to provide the best possible service every day, which is why all our staff are provided with a reward and benefit package that recognises their hard work and commitment.

We work hard to continuously improve our exciting reward package, taking into consideration the view of every single employee to make sure we remain an industry leader. **Some** of the highlights of the fantastic benefits and rewards you can expect include:

- \* 30 days holiday per year (inclusive of bank holidays) rising to 33 days after one calendar years' service (May-April)
- \* The opportunity to buy and sell up to an additional 5 days holiday
- \* Fitness Discounts
- \* Eye care vouchers
- \* Health and wellbeing portal
- \* Cycle to work scheme
- \* Long Service Awards recognising staff at regular milestones starting at 1 year
- \* Contributory Stakeholder Pension Scheme
- \* Life Assurance Cover
- \* Amazing savings and discounts for employees and their families at over 900 retailers, restaurants and holiday companies
- \* Flexible Working Hours
- \* Employee Assistance Helpline - providing employees and their families confidential support and advice on a number of issues, including legal, financial, medical, counselling, family and stress
- \* Enhanced maternity and paternity pay
- \* £100 employee referral scheme

### **The right person**

To succeed in this role, you will be able to demonstrate the following key attributes: -

- A strong customer focus
- Exceptional communication skills, both written and verbal, an excellent telephone manner, and the ability to communicate effectively at all levels.
- A positive 'can do' attitude
- The ability to work under pressure and prioritise tasks
- Meticulous organisational skills
- Precise attention to detail
- Technical awareness and enthusiasm to learn

**Applications (CV and covering letter by email) – Closing date: 17<sup>th</sup> February 2019**

Please send your CV alongside a cover letter to Jon Dalwood (Branch Manager) at [jon.dalwood@crendon.co.uk](mailto:jon.dalwood@crendon.co.uk)

More details about Crendon Timber Engineering can be found at our website: [www.crendon.co.uk](http://www.crendon.co.uk)