



Job Vacancy: Office & Design Trainee

LOCATION: Finedon Road Industrial Estate, Wellingborough

JOB DESCRIPTION

You will be working for a specialist company that designs roof structures for a variety of projects and customers. This technical role will be based in the design office and as you gain product knowledge, you will be given both in-house and external training to enable you to use the company's specialist CAD computer design package. Other duties will include all aspects of general office work, filing, faxing, photocopying, answering the telephone calls and dealing with client enquiries.

QUALIFICATIONS REQUIRED

You should have or be predicted at least five A to C grades at GCSE level, including English and Maths, or equivalent level.

QUALITIES/SKILLS REQUIRED

You should be someone who is looking for a career opportunity, hard working, reliable and willing to learn and train. You must be able to work as part of a team, with good communication skills, clear spoken English and a polite telephone manner.

ADDITIONAL INFORMATION

The starting wage is £10,100 to £12,500 a year depending on age, experience and qualifications, and will be reviewed as you progress. You will be entitled to 20 days holiday a year, plus bank holidays, some days must be reserved for the Christmas close down. If you progress in the design role, there will be opportunities to attend CAD Computer design courses. You must be able to travel reliably to and from work punctually, either by bus or your own method of transport. Therefore, a full driving licence would be an advantage, but is not essential.

TRAINING GIVEN - In House to start, professional courses at a later stage

HOURS - 8am-5pm Monday-Friday with 1 hour lunch break

To apply, please send a letter & CV by e-mail to sue@robinsonmanufacturing.co.uk

Posted - 29th June 2011