

3b construction Ltd – Hire co-ordinator/Sales Assistant

Reporting to the Crane Hire Manager

Job Description

3b construction is a family-owned business, which operates throughout Scotland and increasingly across the UK. We are a growing construction, civil engineering and crane hire company with bases in Minishant, Ayr and Port William, Newton Stewart. This vacancy is based at our office in Minishant, Ayr.

This role would suit a confident, outgoing person, capable of dealing with telephone enquiries and orders in a fast-paced environment. Must be self-motivated and able to work from own initiative.

Applicants should consider themselves a good communicator, computer literate, punctual and organised.

Roles and responsibilities:

- First point of contact for hire customers via telephone and e-mail
- Raise quotes as directed and issue to customers on a timely basis
- Deal with all daily administrative tasks as required
- Assist with account management and new business development if required
- Liaise with accounts department
- Daily management of crane hire calendar and providing relevant information to drivers
- Offer administration assistance to the construction departments when required

Essential attributes:

- An ability to work quickly with high level of accuracy and attention to detail
- Good concentration
- Excellent organisational skills and an ability to work to deadlines
- Sharp IT skills
- To be honest, discreet and trustworthy
- Good communication skills and be a team player
- Good management skills
- Ability to work from own initiative

This is a full time permanent position. Competitive salary available, negotiable dependent on experience.

There is huge potential for career development within this role as the company grows. Crane hire experience is not essential as full training will be given. Previous experience in the construction industry would be beneficial.

To apply please e-mail CV and covering letter to

john.patterson@3bcranehire.co.uk
