

Position:	Trade Counter / Warehouse Assistant
Location:	Watford
Position Type:	Permanent Position
Hours of Work:	Monday – Friday 7.30am – 4.30pm
Salary:	£28,420

Company Overview: WBS are a market leader of the technical development, supply of external wall insulation systems, through-colour renders and decorative coatings. development, manufacture & supply of external wall insulation systems, through-colour renders and decorative coatings. We have been in business for over 20 years and due to continue in growth.

Summary of the Role: The successful candidate will aid in taking orders over the trade counter and servicing customers order within our Watford depot, helping to make key decisions in our continued growth plan, keeping high customer service levels central at all times.

The hours of the job are 7.30am to 4.30pm and holiday entitlement is at 20 days for the first year and then increasing to 25 days. We shut down for the Christmas period giving you time to enjoy with your family.

Main Job Description:

- This position is an administrative based and warehouse based role so you will be expected to take orders and load the vehicles for these orders.
- Liaise with trade counter customers, both face to face and via telephone, adopting a professional and courteous approach at all times.
- Proactively submit any information required including prices, coverage rates, stock availability, etc.
- Take responsibility for all trade counter sales (cash or card), proactively seeking add on sales where possible.
- Return customer calls promptly, as and when required.
- Confirming orders back to customers.
- General warehouse duties which include picking orders, loading and unloading deliveries, checking of goods in / out back to paperwork, etc.
- Applicants must be reliable and able to work on own initiative.
- The role will also require you to work with and help other colleagues.

Person Specification

- Ensure the counter area is always kept tidy and free of hazards.
- Ensure personal working area is kept tidy at all times.
- Counter balance fork lift truck licence would be an advantage
- Good numeracy
- Good literacy
- Excellent H&S awareness

To apply for this position please forward both the completed application and monitoring form which are available on our web site www.wbs-ltd.co.uk/recruitment . If you have a CV you may include this as well and send to:

Wetherby Building Systems Ltd
1 Kidglove Road
Golborne
WA3 3GS

or e-mail to: jobs@wbs-ltd.co.uk