



WE WANT YOU TO JOIN OUR TEAM

JP Corry is the leading Builders Merchants in Northern Ireland. Our name is renowned for providing excellent quality and service in the supply of building materials and timber based products. Within JP Corry we provide excellent career prospects in a challenging and rewarding environment. By hiring the right people for the job, and providing the right tools and training, we offer the opportunities to make your career a successful one.

We are currently recruiting for a:

Trainee, Customer Service Assistant - Yard

Based: Lisburn Branch

Duration: 12 month FTC (full or part-time available)

About this role:

The Yard Customer Service Assistant is a vital role of our branch as it ensures yard operations are carried out efficiently, effectively and above all else, safely, whilst encompassing our customer first culture. The trainee role requires no prior experience and will receive training through a combination of on the ground training from our existing experienced employees as well as from external suppliers and online E-learning to gain the knowledge and experience for the basis of a successful career.

Duties to include:

- Serving customers face to face, providing the highest possible service
- Preparing orders for collection & delivery and ensuring sales documentation is completed
- Loading and unloading vehicles both manually and with a forklift truck
- Everyday 'housekeeping' of the yard
- To make sure all goods inwards are checked and put away in the correct location
- Assisting with maintaining stock levels
- To be responsible for personal and workplace health and safety and observe regulations in relation to the Health and Safety at Work Act.
- Any other duties as may be deemed necessary to ensure business objectives are met

Suitable applicants will ideally:

Align well with our values and way of working; we innovate, we collaborate, we're agile, we act with entrepreneurial spirit and we're supportive of and work closely with our customers.

This opportunity may suit a recent school / college leaver or someone looking for a new opportunity and willing to retrain. Applicants should have a passion for delivering exceptional customer service, have strong communication skills and an appetite to learn. Interested individuals should also have an enthusiasm for working in an outside environment.

We offer many fantastic benefits, including:

- Flexible contracted hours (full or part time hours available)
- Personal Training and Development
- 31 days holiday + additional purchase/selling options.
- Attractive defined contribution pension with enhanced life assurance cover.
- Enhanced maternity and paternity leave.
- Considerable staff discounts and other flexible benefits



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If you are interested in this opportunity, and feel you have the relevant skills for the role visit our careers page on <https://www.jpccorrry.com/utility/careers/> and apply on or before 08/12/2020

JP Corry is an equal opportunities employer