

BRETT CONCRETE

Sales Co-ordinator 1st Choice Concrete

Based at the Aylesford Office, Kent

Competitive salary plus contributory pension scheme.

THE ROLE

- As a central shipping contact, you will be responsible for dealing with customer enquiries over the phone and accurately processing quotations and orders.
- Manage and develop your own personal customer relationships to ensure we are the customer's supplier of choice.

THE REQUIREMENTS

- Excellent telephone manner and a minimum of two years' experience in a similar role.
- Understanding of transport logistics.
- Good communication and interpersonal skills are essential, with an understanding for customer requirements.
- Enthusiasm, flexibility and the ability to work as part of a team is essential.
- Excellent planning and organisational skills.
- Computer literate, including Microsoft Excel and Word.

Please email/send your CV with covering letter to: tina.moon@brett.co.uk Tina Moon, Brett Concrete, Brett House, St Michaels Close, Aylesford, Kent ME20 7XE 01622 793833. Closing date for applications is Wednesday 23rd January 2019.

www.brett.co.uk

The Brett Group is an independent business, which specialises in the supply of construction materials and services.

Based in the southeast, the Group has become a substantial business through both organic growth and strategic acquisitions.

Part of the Brett Group of Companies, 1st Choice Concrete specialises in delivering small loads of concrete to local builders, DIYer's and Builders Merchants

With a reputation for excellence, we offer superb development opportunities to people keen to be a part of our continued growth. As an independent business we can offer real job satisfaction in an environment that enables you to focus on our customers, encourages you to contribute, supports you in getting the job done and rewards the continuous improvement of how we do business.

Brett Group operates an Equal Opportunities Policy

