

Trainee Commercial Assistant

Salary: National Minimum Wage applies + profit related bonus

Location: Skelmersdale, WN8 9TW

Start Date: Immediate start available

Hours of Work: Monday – Friday 07:30am – 5:30pm

Benefits: Bike to work scheme, Pension Scheme & Eye care Vouchers

Lifting Gear UK Limited is a rapidly expanding and successful business looking for people who will help us shape our future and fulfil their own ambitions. We take pleasure in providing great rewards for people who drive our success and value people's skills, experience and qualifications.

Lifting Gear UK Limited specialises in the supply of equipment for various different applications relating to Lifting & Handling. Our service that we offer includes the hire, sale, repair, inspection, testing and design & fabrication of most types of lifting related equipment on a regional, national & international level.

Lifting Gear UK are looking for an enthusiastic individual to assist our Commercial department with the day to day running of a busy hire and sales desk. This is an excellent position within the company as there are definite opportunities for progression and promotion

Duties will include:

- Taking sale and hire orders from clients over the phone
- Liaising with branches to organise deliveries and collections of equipment
- Liaise and negotiate with suppliers
- Administer sales and hires through the set procedures of the company
- New asset management, data inputting / adding and removing new fleet items in system
- Liaise with marketing company in regards to website and email marketing

Skills & Qualifications:

- A* - C GCSE in Maths & English
- Educated to A Level or equivalent
- IT literate – confident in using various systems
- Organisation
- Personality
- Ability to work as part of a team
- Drive and intelligence
- Communication skills
- Quick to learn
- Interest in the products
- Graphic Design qualifications would be advantageous

It would be beneficial to have knowledge of lifting equipment or have related industry experience, it is not essential. In addition, someone who has worked in a business to business office environment and is capable of talking to customers and suppliers would be most suitable. A person from an engineering or construction based background would be advantageous.

Lifting Gear UK started in 2007 and is a rapidly expanding and successful business specialising in the supply of equipment for various different applications relating to Lifting & Handling. Our service that we offer includes the Hire, Sale, Repair, Inspection, Testing and Design & Fabrication of most types of lifting related equipment on a regional, national & international level. The company operates from 10 strategically placed branches and employs around 100 full time staff between its sites. Here at Lifting Gear UK it is our aim to provide professional and efficient service to all customers from enquiry to job completion every time

To apply please send your CV to commercialrecruitment@lg-uk.com