

WE ARE HIRING

COMMERCIAL ADMINISTRATOR
APPRENTICE

POLYPIPE BUILDING PRODUCTS



Commercial Administrator Apprentice

We are currently looking for an enthusiastic and innovative apprentice to join our Commercial team taking responsibility for administrative tasks specialising in all matters relating to developers, contractors and builders merchants, assisting the whole Commercial department.

Are you interested in studying for a Business Administration qualification whilst working in a busy, supportive team? You will receive mentoring in the workplace and training with Doncaster College and progression opportunities.

This opportunity will allow you to build a real future here at Polypipe Building Products as there will be an opportunity of a position after successfully completing the apprenticeship.

APPLY NOW!

If you're up to the challenge, please send your CV to the email below.



Daniel Love
Commercial Manager
Daniel.love@polypipe.com

Key Accountabilities:

- Manage the process of crating and maintaining contract support agreements.
- Ensure accurate records are kept at all times.
- Customers orders are priced correctly.
- Input and maintenance of all contract support agreements.
- Supporting the Sales team with commercial assistance, reports and information.
- Adhoc assistance in sale reports and forecasting.

To be successful you will:

- A willingness to learn and a personal drive for achievement together with an upbeat personality with a professional approach in everything you do.
- Excellent communication skills
- Highly organised with strong attention to detail
- A good level of Microsoft Excel knowledge is necessary.
- A minimum of 5 GCSE or numbered equivalent A-C grades including English and Maths or suitable equivalent.

Polypipe Building Products operates an Equal Opportunities Policy. All applications will be assessed against the criteria outlined in this job advert.

ADVERT TYPE

INTERNAL / EXTERNAL

APPLICATION CLOSING DATE

FRIDAY 29TH APRIL 2022