

# *Designer* **Contracts**

## Vacancy – Trainee Planner

**With 250 staff and an annual turnover of over £30 million across 15 regional centres, we are the UKs largest flooring contractor. This is a fantastic opportunity to join our team.**

Due to our significant and continued expansion we are looking for the above position at our Regional Office in Tyne & Wear:

- **£17,500 plus bonus**
- **Permanent, full time**

### Job Objective

Learn to expertly and efficiently quantify, plan and provide quotations from both own measurements and customer drawings.

### The Role

- Gain knowledge to plan efficiently from measurements or drawings
- Learn to produce accurate block plans
- Abide by Company tolerance criteria when planning
- Minimise waste on all installations
- Learn to compile quotations using prescribed format and including Company's Terms and Conditions
- Gain thorough product knowledge to enable accurate estimating and pricing of all floor coverings and curtains
- Always endeavour to work to maximise the business for the Region
- Ensure you are aware of how to monitor customer prices in comparison to current CPL
- With assistance re-plan/re-price where necessary
- Learn how to investigate negative added charges and report findings
- Motivate/communicate with team
- Ensure you are aware of how to minimise Regional Stock holding
- Meet own objectives and targets and assist in Regional targets
- H&S enforcement and security control
- Have a working knowledge of the Intranet
- Work accurately on the computer system
- Give feedback and share good ideas
- Learn how to assist with service calls/resolution

### The Person

- Be conversant with Microsoft Office
- Will be DBS (CRB) checked (within probationary period)
- Will have a current driving licence to carry out this role

**Benefits include, quarterly bonus, 32 days holiday, including 8 bank holidays, contributory pension scheme, healthcare, life cover and staff discount.**

**If you have the relevant experience and drive to make a real difference and grow our business, send us your CV as well as details of your current salary and package to [Recruitment@DesignerContracts.com](mailto:Recruitment@DesignerContracts.com).**