**Graduate Technical Assistant**

**Location: Burton-on-Trent**

**Salary: Competitive**

This role is a ground-floor opportunity for a Construction, Building Materials, Architecture or Civil Engineering graduate who is wanting to build and grow a commercially focused career within a long-standing and successful Company.

Through coaching, mentoring and training we will develop you into a Technical Guru to allow you to advise both staff and customers on the use of our products, and provide vital Technical information as required. This role will provide you with opportunity to development and progress through the Company over the next 10 years with the ultimate aim of becoming Technical Director long-term.

Based at our Plastics site in Burton on Trent, you will enjoy a broad-based role offering increasing responsibility. Working closely with other members of the Technical Team, you will provide a centralised Technical support service to both internal and external stakeholders.

Key duties will include:

* Liaising with and responding to a variety of technical enquiries from customers, merchants, builders, and staff
* Maintaining accurate and up to date records and logging of technical enquiries on our system
* Providing exceptional customer service, whilst ensuring your communication style is adapted to your audience
* Get out and about with our Sales Team to conduct site inspections and put your problem-solving skills to the test by conducting investigations on Technical issues and communicating appropriate solutions
* Letting your creative juices flow by assisting with innovative product and development campaigns

If you have a keen interest in building materials (including concrete, sand and cement), are confident and resilient team player, with acute attention to detail and effective interpersonal skills we want to hear from you.

40 hours Full-Time

Perm Contract

**Person Specification:**

* Minimum of 2:1 degree in Construction, Architecture, Building Materials or Civil Engineering
* Self-motivated
* Competent IT skills including the use of the Microsoft Office application (Word, Excel, PowerPoint, Outlook)
* A keen eye for detail and plenty of enthusiasm, along with the ability to plan and prioritise a busy workload
* Strong organisation and communication skills, supported by a confident telephone manner
* Effective interpersonal skills
* Driven and committed
* Innovative and creative
* Ability to think with a commercial mind
* Willingness to develop and acquire new skills

**Benefits**

* Free Parking
* Cycle Scheme
* Training & Development Opportunities
* Childcare Vouchers
* 23 days annual leave plus bank holidays with additional days after qualifying period
* Generous Pension Scheme
* Health Surveillance Assessments
* Non-contributory Life Assurance

Plus, social events, charity fundraising and employee recognition schemes!

**About Russell Roof Tiles**

Owned by Russell Building Products Ltd, the Company has over 126 years industry experience of manufacturing an extensive range of innovative concrete roof tiles and fittings which are suitable for both commercial and housing projects. Our clients include all the major national house builders, numerous local authorities, Primary Care Trusts and care home providers as well as numerous commercial projects.

We’re passionate for employee engagement and believe that employees are the most important asset to our business. Therefore, we offer our staff training and development opportunities to allow them to reach their full potential and realise their career aspirations.

RBP is an equal opportunities employer and is committed to treating all applicants alike. RBP does not treat any individual on grounds of sex, age, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation, disability or membership or non-membership of a trade union, less favourably than others. All vacancies advertised are open to all ages.