

The post

Trainee manager.

This is an exciting and varied full-time position working from the Drain Scan office in Morden. The main purpose of the position will be to support the existing business and further move Peter Scott Tree Care Ltd forward in the following ways:

Sales of Dendro-Scott Root Barrier products.

Marketing and generating new sales leads.

Responsibility for stock levels and despatch.

Technical Support of the products.

Site visits, surveys and appraisals (nationwide).

Overseeing the installation of root barriers etc onsite.

Production of simple CAD drawings.

Production of spreadsheets.

Production of quotations, invoices and reports.

Limited amount of Web design and maintenance.

Dealing with insurance companies and loss adjusters.

Dealing with clients including architects, structural engineers, construction companies, local councils etc.

After initial training it is envisaged that the successful candidate will effectively take over the full running of Peter Scott Tree Care Ltd with the day-to-day assistance of Bob Freeborn and with Peter Scott acting as consultants. This is an exciting position to take on the market-leading brand (Dendro-Scott Root Barrier) and to develop and expand the business.

Initially full support will be given by Bob and Peter but the aim is for the successful candidate to effectively run and expand this business.

Salary and hours of work 37.5 hours per week. Initial salary £21,500 per annum with the potential to rise significantly in line with your capacity to add value to Peter Scott Tree Care Ltd.

Person Specification

The successful candidate must have:

(Due to the specialist nature of this business it is not expected for the applicant to have direct experience in this field).

A recent upper second class or higher degree, preferably in Business Management or a business related subject. (If you are graduating this year, an academic referee must be supplied for verification of your suitability for this post).

An interest in environmental remedial solutions.

A full, clean driving licence.

A technical mind with an attention to detail.

Self-motivation and the ability to work alone.

Good telephone manner and interpersonal skills.

An excellent working knowledge of the Microsoft Office Suite. Some experience of CAD software (possibly COREL) would be advantageous.

A positive disposition with energy and enthusiasm.

Ability to use own initiative and work flexibly to tight deadlines and under pressure.

An adaptable and flexible approach to work. This may include the ability to occasionally work evenings and/or weekends visiting sites as and when required.

Application:

Closing date: 26 May 2011

The following should be sent to bob@drainscan.co.uk

A full CV listing your qualifications, previous work experience and a contact telephone number.

A short personal statement outlining your suitability for the position.

For a further insight into the business please see:

<http://www.peterscotttreecare.com/>

<http://drainscan.co.uk/rootbarriers.htm>