



## **Apprenticeship - Oldham** Project Researcher/Administrator – Level 3 Business & Administration

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We are the UK's foremost designer of commercial lighting solutions. For over 30 years, our passion for developing and manufacturing energy efficient luminaires and controls has seen us deliver our portfolio of lighting solutions to some of the UK's most innovative businesses.

Our UK design and manufacture has always been driven by pioneering research and development. Each of our luminaires is crafted from design concept through to assembly at our hard working and adaptable manufacturing centre in Basingstoke, equipped with the latest robotic technology.

We are currently recruiting for a motivated apprentice to join us on our journey at our office in Oldham. If you want an opportunity to grow and develop with us and enjoy working in a hardworking and committed environment please apply. In return we offer a competitive salary dependent on experience with benefits including;

- 28 Days Holiday per year (inc Bank Holidays)
- Pension Scheme
- Free Parking
- Free Tea & Coffee

After probation you will also qualify for;

- Life Insurance;
- Optional Childcare Voucher Scheme
- Optional Holiday Purchase Scheme

**Location:** Waldron House, Drury Lane, Chadderton, OL9 8EU

### **Job Description**

The role will be based around 3 core themes, along with general office working.

- **Project Research** – Investigating and clarifying construction projects and programmes, identifying key stakeholders within the construction pipeline, ensuring projects are identified as early as possible. Verbal and written contact with construction companies, architects, consultants, electrical contractors to verify project details.
- **Project Administration** – Add projects to the Customer Relationship Management (CRM) system and allocate them to the appropriate sales engineer. Ensure all elements of the CRM system for each project are correctly populated. Liaise with the lighting design team on project requirements and enter any future design take-offs onto the ProQuo quotation system.
- **Customer Interaction** – Internal and External, telephone, email, site visits, site surveys, joint meetings with Sales Engineers with mentoring & support.

## **The Candidate**

### **Keys Skills**

- Proficient with Microsoft Office products and Internet
- Searching and investigating key websites and general internet use
- Good verbal and written communication skills
- Analytical Skills – Data Entry, and interpreting key facts and compiling information
- Ability to provide general administrative support
- Good verbal and written communication
- Some previous work experience in an admin customer service environment would be an advantage
- Minimum 5 x GCSE grade C & above including Maths & English

### **Personal Attributes**

- Accuracy
- Attention to Detail
- Motivation
- Time Management
- Take Responsibility

**Hours of work:** 08:30 – 17:00 Monday – Thursday, 08:30 – 16:30 Friday.

**Salary:** £11,500 per annum

Please apply either in writing or by sending your CV and covering letter to Paul Franks – Design Office Manager, [paulf@luxonic.co.uk](mailto:paulf@luxonic.co.uk) by 24<sup>th</sup> November 2017