



CLIENT SUPPORT EXECUTIVE

Wright Quarry Products are a leading manufacturer of concrete products in Ireland. Established over 65 years ago, our product and service offering cater for residential, commercial, civil and agricultural construction projects of all scale across Ireland and Great Britain. Due to our continued growth and expansion, we are seeking to recruit a **Client Support Executive** to be headquartered in Swanns Cross, Rockcorry, Co. Monaghan.

This new role may suit a recent **Business Graduate** or someone with an **Industrial Engineering background**. The individual we are seeking will have excellent interpersonal, communication and planning skills. The successful applicant will be in regular contact with customers and our in-house design, despatch, production and management teams to help deliver a variety of successful projects.

WORK ACTIVITIES & RESPONSIBILITIES

- Communicate directly with construction clients throughout the local region, nationally and in both Northern Ireland and the UK to ascertain their requirements
- Develop an operational level understanding of the basic features of our concrete and precast products in order to support clients in purchasing and aftersales
- Plan deliveries and installations of precast products to meet client requirements in the light of construction and installation constraints
- Forecasting workload and helping supervisors and management structure resources and plan sales and production accordingly
- Work closely with team members involved in sales, production, design and despatch to ensure a smooth and seamless workflow
- Monitor and communicate relevant issues relating to communication flow, approaching deadlines, capacity planning and company/department goals
- Seek and implement any improvement opportunities

SKILLS & QUALITIES

- Excellent organisation, planning and problem-solving skills
- An ability to work both under guidance and using your own initiative
- Negotiating, supervisory and leadership skills combined with the ability to delegate
- Excellent verbal and written communication & interpersonal skills

OPPORTUNITIES FOR PROGRESSION

- Excellent environment for graduates to develop their experience and skill in a friendly and fast-paced environment working with various internal and external construction professionals
- Continuing Professional Development Policy in place to support graduates in expanding their skillsets
- Opportunities exist in the company for the right candidate to develop into sales, business or operational roles

If you believe you have the necessary skill-set, educational background and experience, please email your cover letter and CV to hr@wright.ie

For more information the company visit: **Wright.ie**

Wright Quarry Products Unlimited Company, Swanns Cross, Rockcorry, Co. Monaghan