



Neil Campbell Electrical Contractors Ltd

Office and Retail Assistant (40 hrs/week)

We are a busy electrical and plumbing contractors company based in Aird, Isle of Benbecula. In addition to our work in the construction industry, we run a well-established hardware store on the island. To support our team in delivering services to a wide range of clients, we are looking to employ a highly motivated, skilful office and retail assistant (full time).

The job involves a high degree of interaction with clients, suppliers and staff. In close co-operation with your supervisors, you will be working Monday to Saturday in our offices as well as on the shop floor and in the store area. Full training will be provided, and after an introductory period, based on your individual performance, we may offer you a **Modern Apprenticeship (Business and Administration)**.

Essential:

- full command of the English language as well as sound numeracy and literacy skills
- very good interpersonal communication skills at all levels, both written and verbal
- capability and confidence to use computers and related technology
- good timekeeping as well as the ability to prioritise certain tasks while working to strict deadlines
- ability to work under pressure, showing strong organisational skills
- polite, friendly attitude and professional appearance
- willingness to take on responsibility for all tasks carried out
- very good understanding of customer service needs
- team spirit
- enthusiasm in delivering service excellence

Desirable:

- sound knowledge of current office practices, equipment and software (e.g. Microsoft Office, specifically Word and Excel)
- experience in retail and/or the construction industry, working with public, commercial and private clients
- Gaelic language skills
- full/clean driving licence
- natural ability to sell products and services

We offer:

- dynamic, professional working environment
- competitive salary based on experience
- 28 days holidays (including bank holidays)
- full training prospects and development opportunities.

Neil Campbell Electrical Contractors Ltd. are an equal opportunities employer.

Interested? Send your detailed CV together with a covering email to:

info@nc-ec.co.uk

Closing date: Wednesday, 27 January 2021

Registered company (Scotland) number SC400427. Registered office address: Aird, Isle of Benbecula, HS7 5LT