

We are a well-established, fully accredited roofing and cladding contractor who provides superior service to the construction industry, operating throughout Scotland.

The Role: Due to continued growth, we are seeking a **Driver/Assistant to Contracts Team** to join our team.

Job Type: Full-time, Permanent

Location: Head Office – Hamilton, Lanarkshire (travelling to various sites throughout Scotland)

Salary: Negotiable depending on skills and experience

Highlights:

39hrs per week

Monday to Thursday 8.00am-5.00pm, Friday 8.00am - 4.00pm.

Essential PPE will be provided.

34 days holiday, this includes Public, Annual and Statutory days, per year.

Responsibilities:

Supporting our Contracts Team with the following:

- Completing forms and relevant site documentation (training will be provided),
- Travelling from site to site to ensure smooth running of daily activities,
- Organising site materials and plant hire via Procurement,
- Picking up materials from suppliers and delivering to site,
- Ensuring deliveries are not damaged and everything ordered is present and accounted for,
- Follow all Health & Safety practices,
- Assisting site management with any ad-hoc activities as and when required,
- Paperwork accuracy/maintaining all documentation for audit purposes,
- Ensuring Company Vehicle is kept in good condition, filling in check sheets monthly.

The Ideal Candidate:

- Demonstrable experience in a similar role,
- Experience working on Construction sites (advantageous),
- A great work ethic with a positive, can-do attitude,
- Full clean driving licence,
- Competent at driving a forklift (advantageous).
- Competent with the use of technology, photos, scanning etc,
- Commitment to continuing professional development.

Essential Qualities:

- Highly motivated and ambitious,
- Excellent time keeping,
- Pride in quality workmanship,
- Initiative to work alone as well as successfully within a team,
- Effective written and oral communication skills,
- Ability to follow instructions and execute effectively.

Offer of employment is subject to successful completion of a 6-month probationary period.

Email your CV to emma@procladd.com

Closing Date is Monday 29th May 2023.