

Excel Modular is a family-owned business (est. in January 2011) which supplies and manufactures New and Refurbished Modular & Portable Buildings for Sale & Hire to all industries. We are in need of an experienced Sales Admin/Estimator to join our small team in Hull.

Estimator / Sales Administrator (Full Time)

Role Responsibilities:

- To respond to customer enquiries to generate orders.
- To prepare quotations against customer requirements.
- To complete estimates using in house costing spreadsheets
- To be proactive in response to client enquiries, generating orders, preparing quotations and drawings to our client's requirements.
- To organise transportation and installation
- Effective communication with both clients and internal teams will be essential to ensure excellent levels of service (including sub-contractors)

Our Ideal Candidate

We are looking for someone who has;

- Strong administration/Estimating experience.
- Previously worked within the modular building industry
- Good level of numeracy/literacy.
- Solid understanding of MS Excel and Word.
- Ability to understand CAD Drawings
- Establishes good relationships with customers, building effective networks.
- Plans activities and projects well in advance and takes account of possible changing circumstances.

Even if you do not match all of our 'ideal' criteria we would still be very keen to receive your CV.

If you are interested in this role, please email debbie@excelmodular.co.uk

Salary: Dependent upon experience

