



Job Title:	<b>Technical and Office Support</b>
Company Description:	Ventilation Equipment Manufacturer
Operating Environment:	UK and Irish distribution subsidiary, based in Cork
Location:	Unit 1, Cherrywood Business Park, Courtstown, Little Island, Cork
Hours of Work:	Full time (39 hours normally from Monday to Friday but may very occasionally require weekend work)

**Main Purpose of the Job:**

- Provide general and technical support for the office engineer.
- Ongoing technical support to customers, contractors, installers and other members of staff.
- Day to day running of the warehouse.
- Provide general support for the office

**Main Duties & Responsibilities:**

- Technical support.
- Prepare design & pricing of projects
- Liaise with customers on technical and general matters. Provide support and excellent levels of customer service
- Liaise with contractors and installers on general and technical matters. Provide support and excellent levels of customer service.
- Work with other members of staff and provide support for the day to day running and operation of the business.
- Day to day running of the warehouse, including preparing goods for delivery and receiving goods in.
- Responsible for keeping warehouse in good order at all times.

**Skills and Qualifications:**

- Good communication skills and an eye for detail essential.
- Ability to work as part of a team but self-driven.
- Good computer skills, AutoCAD an advantage but not required.
- A technical qualification or experience in a technical role an advantage but not required

**Reporting to:** Technical Manager UK & Ireland