

## Job Description – Trainee Coordinator

**About Toppesfield** - Founded by Chairman Matthew Pryor in 2004, Toppesfield has grown from strength to strength and has risen to its current position as the UK's largest independent surfacing contractor. Delivering projects nationwide, Toppesfield is the first name in surfacing, no matter what the size, sector, or location. Here at Toppesfield, our goal is to continually raise the benchmark for surfacing and associated services to the highest possible standard, thereby enhancing our position as contractor for choice for all surfacing works. We have created 300 jobs, established seven regional offices, and achieved an estimated turnover of £100 million and pride ourselves on the impeccable standards of workmanship that has delivered year on year growth.

**Role description:** We're on the lookout for talented, motivated and career minded individuals to work with our operations department, as a trainee co-ordinator you will be responsible for the logistical support to the on-site delivery teams.

**Principle Accountabilities** - Support the right first-time delivery of all contracts by ensuring that all elements required are available on each and every site primarily.

- Labour
  - Materials (scheduled to meet production requirements)
  - Plant and Equipment
- Check accuracy and issue the production Daily Diary detailing -
- Client
  - Site address
  - Labour
  - Materials
  - Plant and Equipment
  - React and respond as required to short-term changes in site requirements / conditions
  - Record the actual volumes of material deliveries to all sites
  - Prepare and collate information required for site inductions
  - Arranging accommodation for delivery teams as required
  - Collate relevant material data for O&M manuals as required by client

Desired Experience and Characteristics - The ideal candidate will be able to demonstrate -

- Focus and determination
- Ability to work under pressure
- Good communication skills
- High attention to detail
- A positive and enthusiastic attitude

No experience in a previous logistical role is necessary, we are looking for driven candidates to join our growing #OneToppTeam.

### Our Benefits:

- 25 days Annual Leave + Bank Holidays.

- Employee Referral Scheme
- Employee Assistance Programme
- Employee Volunteering Programme
- Annual Leave Purchase Scheme
- Enhanced Maternity/ Paternity / Adoption Leave
- Learning and development opportunities.
- Supportive working culture and future progression opportunities
- Cycle to Work Scheme
- Bonus Scheme
- Birthday Bonus
- Discount Portal
- Company Social Events

**How to Apply** - Our company offers a competitive salary and benefits package.

To find out more about our company please visit our website [www.toppesfield.com](http://www.toppesfield.com), and to apply please email a copy of your CV and brief covering letter to [careers \(@\) toppesfield.com](mailto:careers@toppesfield.com) or contact Human Resources.

**Job Types:** Full-time, Permanent

**Salary:** £19,000.00-£21,000.00 per year