



THE ROLE AND WHAT TO EXPECT

Working within a busy department, you will be expected to provide design, sales, project and operation support to adi Climate Systems personnel. You will be undertaking site surveys to record design inputs, developing engineering designs and the production of technical drawings and verifying accuracy, produce and check calculations from first principles and with the assistance of proprietary software, develop requests for quotations and analyse supplier and sub-contractor proposals, prepare project financial, technical and status reports, handle sales and project customer requests for information, manage specific projects where possible, attend client tender and project review meetings and produce reports on Project statistics.

WHAT YOU WILL NEED TO SUCCEED

- 5x GCSE's at Grade C or above to include English and Math's
- A level & higher (Desirable)
- Excellent interpersonal and communication skills
- Ability to input, process and interpret data
- Strong organisational skills and ability to work flexibly
- Good general computer skills.
- Understanding of Microsoft Applications including MS Word, Excel, Outlook.
- AutoCAD and MS Project experience (Desirable but not essential)
- Ability to work to targets and deadlines

ABOUT YOU

- Ability to make decisions and use own initiative
- Creative, comes up with ideas
- Prepared to learn new skills
- Confident and Self-motivated
- Ambitious and resilient
- Team player
- Prepared to learn new skills

ABOUT ADI GROUP

adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide Totally Engineered Solutions. Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Enjoying exponential growth over the last three years, the Group has seen its workforce increase by 50% to over 500 employees and is expected to double in size by 2020.

WHY WORK FOR US

Whether you work at our flagship head office, at one of our 11 regional offices, or at one of our client residencies, a job at adi is fast-paced and promises variety, progression and opportunity. We are dedicated to creating a winning team with a strong work ethic, a commitment to excellence and above all, a passion for engineering.

HOW TO APPLY

If you are a professional hands-on, self-motivated and team focused individual who is reliable and flexible in their approach to work with a keen eye for accuracy and attention to detail – we want you!

To apply, please visit: www.adiltd.co.uk

adi Group is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or beliefs, marital status, or pregnancy or maternity.