



Howie's in Dalbeattie is a state of the art saw mill and one of the largest producers of construction, packaging and roofing timber in the UK today. Now owned by BSW and benefiting from significant investment and ongoing capital expenditure, we're a highly successful business able to offer first class career opportunities.

Customer Service Co-ordinator Dalbeattie

Acting as a first point of contact for all enquiries, you'll provide the professional and friendly service that benefits our client's profile as being nationally recognized as one of the leading manufacturers in their field. You'll advise their customers on appropriate product solutions whilst accurately inputting customer orders and maintaining their sales database. You'll also work closely with their Sales Manager to report any sales leads, assist with planning production schedules and liaise with internal departments to ensure they have adequate levels of stock. Alongside your ability to quickly build customer relations, you should be proficient in the use of MS Word, Excel and Outlook and demonstrate a good standard of education which must include Maths and English. It goes without saying that you'll also be an excellent communicator and administrator, who can quickly and efficiently solve problems whilst working under pressure.

For an application form, please telephone Howie's on 01556 610876 or email kwoodhouse@howie-forest.co.uk. **Closing date:- 10th September 2010**