



## Graduate Trainee

Goodwater are offering an exciting opportunity to be enrolled in our tried and tested training programme. This route into our company is a great way to start a career in a thriving industry with a view to develop and progress in a full time role within the business. The programme consists of first rate in-house training, as well as a “hands on” approach and client interaction. The role offers a variety of working environments, both office based and offsite meetings alongside your dedicated mentor.

### Job Identification

Title:	Graduate Trainee
Department:	All
Line Manager:	Appointed Mentor
Salary package:	To be confirmed

### Job Summary

The successful candidate will be placed into Goodwater’s comprehensive training programme. They will work within all departments within the business to garner a deep understanding of the company and the industry it operates within.

Upon completion of the 12 month training programme, the successful candidate will be placed into a role which will be suited to their skills and strengths with the potential to develop through the ranks and maximise career progression.

### Primary Objectives

- Integrate and assist the department you are deployed in
- Carry out day to day duties assisting Account Managers, onsite engineers and assigned mentor
- Attend client appointments alongside Account Managers
- Help sales team to meet and exceed sales targets
- Attend client sites alongside field engineers
- Gain understanding of customer needs and requirements
- To attend all internal and external training
- Seek improvements in the business from work experience gained
- Complete all written assignments and campaigns
- Complete/undertake all modules of the Graduate Entry Training
- Comply with company’s policies and procedures
- Reliable and punctual
- To uphold the image of the company, by conducting and presenting themselves in a professional and responsible manner at all times.



### Qualifications/ Experience

- Good communication skills and telephone manner
- Good planning and organisation skills
- Good computer skills, including Word, Excel and Outlook
- Full UK Valid Driving licence
- Preferable to have experience in a customer facing role
- Preferable to have a Degree in Engineering, Chemistry or other science based discipline

### Person Profile

- A well-motivated and hard-working individual with the drive and determination to succeed
- Must be enthusiastic, understand and demonstrate the importance of customer satisfaction to the highest standard, and thrive when working under pressure.
- Must demonstrate integrity, honesty, dignity, professionalism and respect in all dealings with customers and colleagues.
- Can participate effectively in teamwork and use own initiative when required. Must be a team player.
- Must be able to manage own time and willing to take on responsibility
- Must be a flexible individual who enjoys the challenges of meeting deadlines with the willingness to go the extra mile when necessary, to ensure the needs of the customer are met.
- Must be adept in the use of MS Office 2000 or later, particularly Excel and word, Internet and email.
- Must be eligible to work in the UK.
- Ideally located within 30miles of our office, but this is open to discussion.

### Further Details

- Holiday entitlement: 22 days per year plus bank holidays
- Auto Enrolment Pension Scheme
- Enrolment in Goodwater's incentive scheme
- Free parking
- Provision of laptop and mobile for business use
- Opportunity for career development within the company
- Working hours will generally office hours (Monday – Friday, 8.30am – 5.30pm). However this is subject to change during field based training and needs of the business
- Full training will be given
- Start date: TBC

**Note:**  
If you are shortlisted you may be required to attend two interviews