

# JN Bentley

## civil engineering and construction

JN Bentley is a leading, privately owned construction company in the UK, directly employing over 600 people. We have an annual turnover now in the region of £100 million, generated from projects in both the building and civil engineering markets.

Our head office is Skipton (North Yorkshire) and we also have offices in Shifnal (Shropshire), Durham, Leeds, Edinburgh and Cambridge.



Our work spans a wide number of sectors: aerospace, commercial, environment, health and education, highways, renewable energy, solid waste, and water and wastewater.

Our business has grown largely from repeat work and long standing clients of the company include water companies, public sector bodies, energy companies, blue-chip commercial clients and educational institutions.

Our Industrial Placement Scheme is in its 12th year, and has led to the sponsorship of several students who have returned to work for us as graduates.

For 2012, we are offering placements in our Skipton, Shifnal, Leeds and Durham offices across the following business areas: HR/Training; Plant Control; Buying; Quantity Surveying; Civil Engineering; and Mechanical & Electrical Engineering.

# buying placement

JN Bentley is offering the opportunity to gain valuable experience and develop a number of key skills that will help you to pursue a future career in buying.

An outgoing and pro-active business studies student is required to join our Buying Team. You must be able to work in an office of constant pressure whilst keeping your sense of humour. You need to be confident and motivated and be able to handle multiple tasks at once – portraying a strong work ethic. You need to be IT literate, have a confident telephone manner and have the ability to negotiate too.

### the role

Buying Assistant

### location

Skipton (North Yorkshire)

### placement start date

Summer 2012 (flexible)

### duration

12 months

### holiday

26 days (plus public holidays)

### salary

£12,000

### closing date

Friday 27th Jan 2012

### responsibilities

- Resolving invoice queries with suppliers.
- Interacting with Site Agents / suppliers on a daily basis via telephone, email and fax.
- Providing construction sites with the materials they require, at the right time and price.
- Liaising with suppliers to negotiate agreements for different products.
- Visits to construction sites to ascertain material requirements.
- Stock control and replenishment.
- Reporting on expenditure to look for areas where new supply agreements may be possible.



Students must be studying a full time business-related degree and be eligible to work in the UK.

If you think this placement is for you then please send your CV and a covering letter to:

**email** careers@jnbentley.co.uk

**post** HR Department, JN Bentley Ltd,  
Keighley Road, Skipton, North Yorkshire, BD23 2QR

**online** Via our website at [www.jnbentley.co.uk](http://www.jnbentley.co.uk)

The closing date for applications is Friday 27th January 2012

**Bentley**

[www.jnbentley.co.uk](http://www.jnbentley.co.uk)

There are more details on placements on our website at [www.jnbentley.co.uk](http://www.jnbentley.co.uk).