

Maintenance Coordinator

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Company: Impression Recruitment

Location: United Kingdom

Category: other-general

Our client is seeking **Maintenance Coordinator** at their office based in Harrogate. In this role you will assist in managing and coordinating the compliance and cyclical maintenance requirements of our clients' properties. The successful candidate must be adept in multitasking and be able to perform a wide range of tasks.

As the successful Maintenance Coordinator your duties will include:

First point of contact for clients, either via the phone or email

Log and track all reactive maintenance events onto the in-house system

Manage works through to completion

Liaise with contractors/suppliers and in-house handymen

Chase above where needed to ensure they meet issued KPI's

Follow up on all maintenance activities

To manage the compliance safety database and highlight shortfalls

Ensuring complaints are escalated to the appropriate manager

Assist in the preparation of monthly reports and statistics

First point of contact for third party vendors regarding any compliance issues

Skills:

Must have excellent customer service skills

Must be proficient in Microsoft Office (especially Excel and Outlook)

Knowledge of property services/facilities management preferred, but not essential

Any trades experience a bonus

To be successful in this Maintenance Coordinator role you will have a keen eye for detail and possess excellent organisational skills. In return you will receive a salary of **£22,000 - £25,000** per annum, working Monday – Friday, 40hrs per week. **Don't miss out on this great opportunity, APPLY TODAY!**

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