

Service Coordinator

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Company: Bennett & Game Recruitment

Location: Edenbridge

Category: other-general

Service Coordinator required for our client, a leading HVAC company that has 6 regional offices and has been expanding since it formed over 20 years ago. They offer their customers a complete turnkey solution for the installation, service, maintenance, fault finding and repair on a range of HVAC equipment throughout the UK.

Service Coordinator - Salary & Benefits

Basic Salary up to £28,000 DOE

09:00-17:00 Monday to Friday working hours

22 Days Holiday + Bank Holidays (Increases with time served)

Profit share scheme applicable after 12 months' service

Free parking

Company events

Service Coordinator Position Overview

Service Coordinator required for a leading national HVAC Company, the Service coordinator will be expected to work out of our clients' office in Edenbridge, Kent. The Service

Coordinator will be expected to complete the following duties:

Schedule UK wide PPM visits for the Engineering division

Answer inbound calls from clients

Raising and scheduling jobs

Arranging engineers and subcontractors to attend works

Raising purchase orders

Service Coordinator Position Requirements

Live within a commutable distance of Edenbridge

Previous Service Coordinator/PPM Coordinator experience

Experience & Knowledge of Engineer booking software

Computer literate & proficient in all MS packages

Bennett and Game Recruitment are a multi-disciplined technical recruitment agency based in Chichester, West Sussex operating across the UK with specialist teams covering a range of industries. We are acting as a Recruitment Agency in relation to this vacancy, and in accordance with GDPR by applying you are granting us consent to process your data, and contact you in relation to this application and the services we offer.

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