

Service Delivery Co-Ordinator

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Company: Siemens plc

Location: Rochester

Category: other-general

Service Delivery Co-ordinator

Location : Rochester, UK

Are you interested in making a positive contribution to meet a country's net zero ambition, whilst working on national infrastructure projects such as offshore windfarm developments, nuclear power stations, electricity transmission and distribution network development?

We are recruiting for a Service Delivery Coordinator to provide administrative support to our operations.

What part will you play?

Support to Service and Project Delivery teams, including faults, routine meter calibration, and technical assurance audits.

Administration of Service and Project Delivery documentation.

Assisting with handovers from project to service delivery, and maintaining and updating site records.

Data entry, retrieval and database/spreadsheet updating.

Scheduling and coordination of works related with electrical metering projects and services.

Working closely with Project coordinator for MOA planned activities.

Progress billing milestones against budget on monthly basis, including chargeable visits and annual invoicing.

What does it take to be successful in this role?

Problem-solving with great attention to detail.

Proficient in use of MS tools - Excel, Word, Power Point.

Effective communication skills; Pro-active team player.

Able to plan, organise and prioritise work to meet deadlines.

Desirable skills:

Proven experience as an Administrator and/or Coordinator.

Education in technical domain.

Basic understanding of electrical metering systems.

What can we offer?

Performance-Based Bonus: Enjoy an annual bonus linked to the company's performance

Flexible Working Hours: Achieve a healthy work-life balance with our flexible working arrangements

Pension Plan: Secure your future with our generous pension scheme, with employer contributions up to 10%.

Time Off: Recharge and rejuvenate with 26 days of annual leave (plus bank holidays), and the option to buy or sell an additional 5 days.

We value your unique identity and perspective and are fully committed to providing equal opportunities and building a workplace that reflects the diversity of society. Come bring your authentic self and create a better tomorrow with us! Please let us know if you require any reasonable adjustments to enable you to participate in the recruitment process.

#LI-AD1

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