

## Service Support Administrator

[Apply Now](#)

Company: Wallace Hind Selection LTD

Location: Hitchin

Category: management

Are you an ambitious Service Administrator, Office Administrator, or Service Support Coordinator? Looking to continue learning and progressing on your professional journey? We are a progressive, high-quality business with a slick image, futuristic products, and prestigious customers! We are offering to develop a smart, motivated, customer-centric individual, into a role covering both service administration and support to our engineering teams.

**BASIC SALARY:** £26,000 - £30,000 (negotiable depending on experience and background)

### BENEFITS:

- 25 days Annual Leave (plus bank holidays)
- Hybrid Working Option (After 6 Month Training Period)
- Company Pension - matched to 5%
- Private Healthcare (for Employee and Family)
- Life Assurance Cover
- Extensive Training

**LOCATION:** Letchworth

**COMMUTABLE LOCATIONS:** Welwyn Garden City, Luton, Biggleswade, Royston, Hitchin, Buntingford, Baldock, Flitwick, Hatfield. Following your initial 6-month training period, there

will be the option for your role to become Hybrid working.

**JOB DESCRIPTION:** Service Administrator, Service Coordinator - Manufacturing, Industrial Equipment

As our Service Support Administrator, you will be supporting our service and engineering teams with administrative duties within our brand new Letchworth UK HQ & Demo Centre. Work will be incoming in waves, and while there are no KPIs, you will be proactive and well-planned. We will provide you with full training on our products, applications, processes, and procedures.

**KEY RESPONSIBILITIES:**

- Both proactively and reactively acting as our ambassador on the telephone.
- Intake of customer calls via telephone / web / email; logging the customer call-out or breakdown, and ensuring they are followed up on.
- Liaising with engineers, scheduling engineers, quotes for spare parts, updating tasks on CRM system (Salesforce).
- Preparing job reports and engineer checklist both to customers, and in Salesforce to keep on top of systems data quality.

**PERSON SPECIFICATION:** Service Administrator, Service Coordinator - Manufacturing, Industrial Equipment

You will have the following characteristics & experiences:

- Previous experience working as a service coordinator / administrator, supporting a field-based service team.
- Day-to-day experience of using CRM systems (ideally Salesforce), to log leads, handle opportunities and quotes, etc.
- Proficient with Microsoft Office suite (Outlook, Word, Excel, etc.)
- Easy going, people person with a can-do attitude and a keen eye for detail.
- Excellent spoken and written English.
- Quality driven.

## OUR COMPANY:

We are a multiple-award winning manufacturer of prestigious brands in technical / industrial equipment and are recognised worldwide as State of the Art innovators of high-value capital solutions which are used in a wide range of industries, including Automotive, Aerospace, Medical, Formula 1, Leather Goods, Apparel, and Marine, etc.

With a first-class reputation, we pride ourselves in excellent customer care and as part of our organic growth programme, we are seeking to employ ambitious individuals with the aspiration to become the very best that they can be.

## PROSPECTS:

We constantly strive to develop our staff to take on additional responsibilities and grow professionally. Wherever possible, we actively seek to promote from within.

It is highly likely you will have worked in any of the following roles and/or markets, and worked with the following products and/or services: Service Administrator, Office Administrator, Service Coordinator, Office Manager, Office Supervisor, Service Advisor - Manufacturing, Industrial Equipment, Automotive, Aerospace, Medical, Leather Goods, Apparel, and Marine

INTERESTED? Please click apply. You will receive an acknowledgement of your application.

Please Note: Wallace Hind Selection have been chosen as the retained recruitment partner of our client and therefore any direct applications to our client from candidates or agencies will be forwarded on to us direct.

REF: JK17686, Wallace Hind Selection

[Apply Now](#)

## Cross References and Citations:

1. **Service Support Administrator Ridesharingindustryjobs Jobs Hitchin Ridesharingindustryjobs ↗**
2. **Service Support Administrator CopenhagenjobsJobs HitchinCopenhagenjobs↗**
3. **Service Support Administrator JavajobsJobs HitchinJavajobs↗**
4. **Service Support Administrator Electronicsjobs Jobs HitchinElectronicsjobs ↗**
5. **Service Support Administrator ContractjobsJobs HitchinContractjobs↗**
6. **Service Support Administrator Workfromhomejobs Jobs HitchinWorkfromhomejobs ↗**
7. **Service Support Administrator NgojobsJobs HitchinNgojobs↗**
8. **Service Support Administrator Automationjobs Jobs HitchinAutomationjobs ↗**
9. **Service Support Administrator Gurujobs Jobs HitchinGurujobs ↗**
10. **Service Support Administrator Automobilejobs Jobs HitchinAutomobilejobs ↗**
11. **Service Support Administrator KualaumpurjobsJobs HitchinKualaumpurjobs↗**
12. **Service Support Administrator ContractjobsJobs HitchinContractjobs↗**
13. **Service Support Administrator Searchcanadajobs Jobs HitchinSearchcanadajobs ↗**
14. **Service Support Administrator GhanajobsJobs HitchinGhanajobs↗**
15. **Service Support Administrator MoscowjobsJobs HitchinMoscowjobs↗**
16. **Service Support Administrator Chilejobs Jobs HitchinChilejobs ↗**
17. **Service Support Administrator Seojobs Jobs HitchinSeojobs ↗**
18. **Service Support Administrator Phoenixjobs Jobs HitchinPhoenixjobs ↗**
19. **Service support administrator Jobs Hitchin ↗**
20. **AMP Version of Service support administrator ↗**
21. **Service support administrator Hitchin Jobs ↗**
22. **Service support administrator Jobs Hitchin ↗**
23. **Service support administrator Job Search ↗**
24. **Service support administrator Search ↗**
25. **Service support administrator Find Jobs ↗**

221528851/

Generated on: 2024-05-04 by Expertini.Com