

Role: Service Administrator

Location: Manchester

JOB PURPOSE:

To provide full administration support in both Service and Depot administration with accuracy and efficiency. Provide cover during holidays and sickness for Service Coordinator and Depot Admin roles.

PERSON SPECIFICATION:

- PC literate, including Word and Excel
- Strong interpersonal, organisational and motivational skills
- Attention to detail, accurate and methodical in administration
- Ability to work to deadlines
- Proactive approach / Enthusiastic
- Hard working, Conscientious and Flexible
- Excellent telephone manner

CORE ACTIVITIES:

Administration - Provide full administration support to the Service Management team and Service Coordinators.

- Inputting engineer's times from job sheets /timesheets onto Kerridge daily
- Invoicing internal and external jobs ensuring chargeable invoices are processed as per the customer's procedures.
- Typing Memo's, Faxes, Letters and Service Estimates and sending them to the relevant Customers/Personnel.
- Accurate filing of all Service Job sheets daily, in addition to memos', faxes, Letters etc.
- Consolidating overtime from timesheets for payroll.
- To perform any other reasonable duties that may be required from time to time within the scope of your knowledge, skills and ability.

Receive incoming calls - Receive Service calls coming into the Service Department and distribute accordingly. Receive overspill of general calls coming into the Depot via switchboard and re-direct calls accordingly. Both must be in a timely and professional manner.

Cover for Service Coordinators - Taking incoming service calls. Completing Coordinators daily monitoring activity records. Assisting with Coordinator communication.

If you are interested in the above vacancy, **please Apply Now!**