



Fire and Security Scheduling Administrator

The Role:

Logic Fire and Security, a market leader in the Fire & Security industry, is looking for a talented individual as a scheduling administrator. Your role is to ensure the planned maintenance, small jobs and call outs are scheduled into the system and details forwarded to the engineers with sufficient time to ensure that the works are completed in the allocated time and avoid return visits to complete.

In addition as part of the scheduling team and you will have responsibility for one of the companies large customers in terms of scheduling maintenance visits, remedial works and installations etc. ensuring all paperwork is issued to the engineers and checking that it has been completed accurately before issuing to the customer.

The Candidate:

We are seeking a dynamic, confident administrator with experience in scheduling and strong commercial awareness. You will have either worked in the construction environment or have a good working knowledge of project administration, have excellent communication and negotiation skills, managing both client expectations and requirements and keeping relevant individuals informed of requirements.

In addition the successful candidate should have great attention to detail, an understanding of budget control, strong organisational and planning skills and the ability to work well as part of a team or on their own initiative.

Additional Information:

Salary (dependant on experience) paid monthly

39 hours per week Monday to Friday

Office based in Knaresborough

Job Type: Full-time

Experience:

Administration: 1 year (Required)

Scheduling: 1 Year (Preferred)

If you are interested in applying for the position please respond by email, or in writing to the office manager.

recruitment@logicfireandsecurity.com or telephone 0845 999 3222

Logic Fire and Security Ltd, Monkswell House, Manse Lane, Knaresborough, HG5 8NQ

www.logicfireandsecurity.com