

WORKS CO-ORDINATOR

The Role:

Logic Fire & Security - a market leader in the Fire & Security industry, is looking for a talented individual to join our Projects Team. Your role is to ensure jobs are fully set up on the Company System prior to attending site, the relevant paperwork is completed, and engineers have the relevant information required for the works to be carried out successfully within the budgeted timeframe. In addition, you will have responsibility for ensuring jobs are closed on the system following completion of works, that jobs are invoiced, and customers are issued the relevant documentation.

The Candidate: Skills

We are seeking a dynamic, confident Works Co-Ordinator with office-based experience and strong commercial awareness. You will have ideally worked in the construction environment or have some knowledge of project management. Have excellent communication and negotiation skills and the ability to manage client expectations and requirements. 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.

Main Duties:

- Liaise with the Project Manager for daily and weekly objectives.
- Liaise with customers to suit their needs whilst also considering the business costs involved with processing these works.
- Report to the Management team regarding the engineer's productivity both positive and negative.
- Give full details of the jobs to engineers to ensure works are completed correctly and on time.
- Ensure customers are provided with all relevant information and visit requirements for the works to be completed.
- Deal with any queries or issues that arise from the scheduled works, escalating any potential issues or concerns to the Project Manager.
- Complete all administration works related to both small works and project jobs.
- Complete jobs via the CASH system ensuring that works are invoiced promptly.
- Deal with incoming calls from customers, dealing with their query or directing them to the correct department.

Remuneration:

- Salary (dependant on experience) paid monthly.
- 40 hours per week Monday to Friday.
- Annual leave entitlement is 21 days + bank holidays per annum increasing by 1 day year at the commencement of the new leave year, up to a maximum of 5 additional days. This is effective after the completion of 1 years' service.
- Company Pension.
- Full training plan as part of Logic Academy

Logic Fire and Security are an Equal Opportunities Employer and proactively promote equal opportunities throughout the Company. Logic has a Zero Tolerance policy regarding any harassment in any form.

If you are interested in the above position, please respond in writing with your CV and cover letter to recruitment@logicfireandsecurity.com