

***We are Recruiting… Are you ready for a new challenge?***

**Works Coordinator**

40 hrs per week

Processing enquiries. Liaising with customers and tradespeople. Assist with organising property / appliance repairs and maintenance; coordinating appointments and diaries for appliance servicing, safety checks, inspections, tests and repairs.

You’ll need to:

* Have good communication skills.
* Provide quality customer service.
* Be proactive and effective in planning and organising.
* Coordinate enquiries, appointments and operative diaries effectively.
* Order goods, materials and parts.
* Check and process records.
* Undertake accurate sales invoice preparation.
* Update and maintain the Project Information Management System
* Be adequately competent with Microsoft Word, Excel and Outlook

Experience in a similar role and knowledge of Plumbing, Heating and Electrical services would be an advantage.

You will be rewarded with competitive terms and rates according to competence and experience. Uniform is provided.

Applications with a C.V. and covering e mail or letter to ChrisHighton@atkinson-builders.co.uk

Closing Date: 04 June 2021