

Mechanical Services Coordinator

Date Revised: March 2022



About the Job: To support the Mechanical Services Department by organising and coordinating resources for deinstallation projects. This involves liaising with the Project manager and team of engineers, producing associated documentation, and allocating resources/vehicles to support the Lead Engineer to deliver an efficient and well managed project.

Reporting to: Head of Mechanical Services

Key Areas of Responsibility:

Devising ad-hoc quotations, following up and obtaining associated purchase orders.	To work with the Lead Engineer, assign resources and ensure vehicles are allocated.
To compile project job packs with all associated and relevant documentation and ensure all project sign-off sheets are filed within our CRM system.	Responsible for keeping our CRM system updated with all the latest information and for ensuring projects are "signed off" and shown as completed to enable Finance to invoice.
To manage the Engineers hours and any associated overtime. Ensuring the work calendar is kept up to date.	Booking 3 rd party resources as and when required from our approved suppliers list.
Arranging the booking of hotels for overnight stays and associated travel arrangements when required.	Liaising with the Service department to carry out Data wipes on systems prior to removal.
Liaising with the Logistics department to coordinate vehicles.	To undertake other duties related to the nature of the job and its level of responsibility

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome-based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the company reserves its right to amend or add to the accountabilities listed above.

The Postholder will have...

Experience

- Experience of working to deadlines
- Experience of working as part of a team
- Relative administrative experience for the role

Knowledge, Skills and Understanding

- Excellent communications skills, both written and verbal
- Good level of IT skills, with experience of using all Microsoft packages
- Good time management skills
- Good problem-solving skills

Behavioural attributes

- Attention to detail
- Commercial Awareness
- Ability to deal with conflicting priorities and meet the demands of working in a busy environment
- To create, develop and maintain effective external working relationships
- Flexible and adaptable
- Ability to work in a team and individually
- Ability to manage own workload and work on own initiative

Accountabilities and Performance Measures

- Achieving assigned personal objectives/targets
- Maintaining good relationships and high customer satisfaction ratings
- Completing required training and development objectives within assigned time frames
- Supporting line manager and team members to deliver against all objectives and KPIs