

JOB DESCRIPTION

JOB TITLE: Service Asset Coordinator
REPORTING TO: Service Team Leader
WORKING HOURS: 40 hours – Monday to Friday
LOCATION: Sunbury

ROLE SUMMARY

An exciting opportunity has arisen for a Service Asset Coordinator to join a fast growing technology company. AVMI is the UK's leading provider of Audio Visual and Video Conferencing solutions and is expanding rapidly overseas as well as developing a number of market leading innovations.

The Service Asset Coordinator is a newly created role and will involve being responsible for our clients assets through their lifecycle. The successful candidate will need to be able to manage their own workload, take ownership and develop processes.

DUTIES AND RESPONSIBILITIES

- Responsible for all asset inventory on our new database ServiceNow.
- Responsible for creating assets for new existing clients.
- Responsible for the lifecycle of all assets.
- Maintaining customer records.
- Updating customer records following planned preventative maintenance (PPM) visits.
- Managing the handover of assets from projects to service.
- Responsible for completing warranty information.
- Any adhoc duties required for the service department.

SKILL SET REQUIREMENTS

- Excellent written and verbal communication skills.
- Accomplished organisational skills and the ability to work under pressure.
- Data entry experience.
- Attention to detail.
- Knowledge of all Microsoft packages, particularly Word, Excel and Outlook.

IDEAL CANDIDATE

- Previous experience entering and managing data in a busy fast paced environment.
- Proactive in improving process bringing ideas and improvement to the management team.
- Have working knowledge of Word, Excel and Outlook which are used on daily basis.

WHY WORK FOR AVMI

- Be part of a fast-growing company working with some of the world's biggest brands
- Ambitions to become a global player (recent office openings in New York and Hong Kong)
- An evolving business that provides great opportunity for development and progression
- Full training program provided
- Great team environment