

JOB DESCRIPTION

JOB TITLE: Preventative Maintenance Coordinator
REPORTING TO: Service
WORKING HOURS: 40 hours per week on a shift system from 7am to 7pm

ROLE SUMMARY

An exciting opportunity has arisen for a Preventative Maintenance 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. This is a busy role that would be well suited to someone with administrative, coordination and customer service skills. We are looking for someone with plenty of enthusiasm and initiative to make the role their own.

DUTIES AND RESPONSIBILITIES

- Schedule and coordinate preventative maintenance visits with contract clients.
- Ensure preventative maintenance paperwork is completed and actions carried out regarding equipment faults.
- Liaise with Clients and ensure room availability on scheduled dates for engineers to access.
- Ensure that full condition reports are carried out during the visit and fed back to the client.
- Ensure changes to equipment lists are captured and passed to the correct department to update.

SKILLS PROFILE

- Excellent telephone manner is essential.
- Ability to work on own initiative.
- Strong customer service background.
- Excellent organisation skills.
- Able to balance a high volume work load and prioritise accordingly.
- Excellent written and spoken English.
- Previous experience with the coordination of field based engineers would be beneficial.
- Experience working with all Microsoft packages including Word, Excel and Outlook.

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.
- Great team environment.