



Service Support Administrator

Hays | Office Support • Northern Suburbs Sydney NSW



Base pay

\$65,000 - \$70,000



Work type

Permanent



Contract type

Not provided

Job details



Date posted

01 Sep 2021



Expiring date

01 Sep 2022



Category

Admin & Office Support



Occupation

Mechanic, Automotive, Repair



Base pay

\$65,000 - \$70,000



Work type

Permanent



Job mode

Standard/Business Hours

Full job description

Your new company

Commencing in 1998 your new company partners with clients to service and provide cost effective solutions to maintenance contracts.. Utilising the abundance of experience to provide safe and compliant services to all customers and clients, some of which have been loyal customers for 10+ years.

Your new role

Your new role as Service Support Administrator will see you undertake a variety of tasks over a 40 hour week.

Duties include:

- Provide Support and Coordination to technical, trade and admin staff
- Coordinate Client bookings and scheduling of work
- Keep subcontractors up to date with Service Delivery
- Produce Quotes, Orders and Reports
- Monitor work progress through SimPRO
- Manage leave requests for technicians

What you'll need to succeed

To succeed in this role you will need to be career driven, have a passion for customer service and the ability to adapt your communication styles to match the stakeholder you are liaising with.

Other Essential factors for succession are:

- Experience in a Coordination role
- Advanced Microsoft Office Skills (Word, Excel are a must)
- Exceptional Written and Verbal Communication skills
- Ability to prioritise and manage time effectively

- Exceptional telephone manner/Customer Service skills
- Experience using SimPRO (desirable)
- Heating, Ventilation and Aircon (HVAC) knowledge/experience (advantageous)

What you'll get in return

In return for this amazing opportunity you will get the chance to work with a culturally diverse organisation who pride themselves on team building and cohesion. This organisation is always growing and welcomes progression and growth either within the team or wider teams. With an attractive salary package this is an opportunity you do not want to miss out on!

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV to Emily Rogers or call us now on (02) 99575763

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

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