



Regional Co-ordinator

Job Description

Reporting to: Regional Service Manager

Department: Service Department

The Company

JBC specialise in industrial combustion and thermal energy engineering and encompasses a vast range of plant and equipment varying in design, age and application. Our competent skills within the heat energy transfer market are second to none.

Scope and Remit

To provide efficient and effective regional support to the Regional Manager and the team as and when required.

Responsibilities

- Co-ordinate the jobs for the Service Engineers which includes; raising the jobs, arranging the manpower and liaising with site engineers.
- Responsible for ordering parts, maintaining stock levels and checking all deliveries.
- Petty cash – Maintain cash levels and keep records.
- Co-ordinate the job costing process including; inputting the hours into the job management system, checking the jobs against reports, checking and reporting back on costs and producing the invoice.
- Co-ordinate maintenance contracts by sending out proposals, setting up contracts, arranging the visits, maintaining records and sending out invoices and renewals when due.
- Support management in preparing and sending quotes.
- Make sure PPE is available and all staff have access to it.
- Responsible for the cleanliness of the offices including kitchen and toilet.

Knowledge, training and experience required

Essential

- Computer literate with a sound knowledge of Microsoft packages
- Excellent typing skills

Desirable

- Work experience within a similar environment

Key personal skills required

- Excellent verbal and written communication skills
- Exhibit a positive and proactive approach to tasks.
- Ability to multi-task and embrace challenges.
- Capable of working accurately at speed with a wide ranging remit.
- Ability to work under pressure and without supervision
- Excellent organisational and interpersonal ability demonstrating attention to detail