

SERVICE CO-ORDINATOR **VACANCY**

Sterling Hydrotech Ltd is a well-established, independent, national swimming pool water treatment company, who currently have a vacancy for a Service Co-ordinator based at our Chesterfield Office.

The main purpose of the role will be to work with the Regional and Deputy Service Manager's, who are not based in the Chesterfield Office. Tasks will include programming breakdowns, service contract visits and quoted work, for the Service Engineers located within England and Wales.

The role would include answering the Service Line, liaising with customers, checking the status of parts, and supporting the Service Engineers.

You will also be required to invoice work completed and place urgent supplier orders, as well as keeping our bespoke business management system updated.

Ideally you will have experience of working in a busy customer service focused office, supported by a written customer service qualification, with an ability to work under pressure.

Knowledge of sales order processing, invoicing and placing supplier orders within the Access Accounting Package would be a great advantage. Computer skills, including Word, Excel and Outlook are essential, along with a good telephone manner.

Sterling Hydrotech Ltd offer a comprehensive package including, a competitive salary, pension scheme and private medical health care.

Applications should be made in writing, enclosing a copy of your CV, with details of your present salary to Sarah Barnard, Service Manager, sarah@sterling-hydretech.co.uk

Sterling Hydrotech are an equal opportunities employer.

