

## Record UK vacancy

<b>Job title</b>	Installation Coordinator
	<p>Record UK is the UK subsidiary of the Agta-Record Group who is one of the major companies within the automatic pedestrian door systems industry. The group manufactures and distributes door systems to over 40 countries worldwide.</p> <p>At Record, we design, manufacture, supply, install and service automated door systems and aluminium shop-fronts throughout the UK to a wide range of organisations and clients.</p> <p>Due to continued growth and high demand for its services, the Company is now seeking to recruit a suitable candidate to join the Installation Team in our expanding group based in Blantyre.</p>
<b>Job description</b>	<p>Working closely with the automatic door installers and internal support team to ensure that the co-ordination of installations is run as efficiently and effectively as possible, whilst maximising customer satisfaction.</p> <p>The main requirements of the role are to:</p> <ul style="list-style-type: none"> <li>• Schedule labour for installations – both in advance and at short notice where required.</li> <li>• Assist the Team Leader with planning activity and instructing the automatic door installers – planning and delegating their workload and dealing with any other requirements relating to the nature, location and duration of their work (inc. equipment hire and site access)</li> <li>• Utilisation of business systems and ensure it is “live”, including maintenance of our live Klik Service (Planning software tool) by updating stages of customer orders throughout the Project Lifecycle.</li> <li>• Ensure that all internal procedures are being adhered to including but not limited to raising and issuing purchase orders for sub-contractors, invoicing completed jobs, order hire equipment, book site security and generate weekly reports in accordance with objectives set for the year.</li> <li>• Issuing and receiving Site Checklists to ensure site readiness for our installation.</li> <li>• To receive and action calls or queries from customers and be their point of contact for any planned or outstanding works.</li> </ul>

	<ul style="list-style-type: none"> <li>• Acting as the first point of contact in the office for customers, assisting with queries and problem solving.</li> <li>• Revenue recognition &amp; project invoicing.</li> <li>• Contribute to ISO Business Management system.</li> </ul>
Essential criteria	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Speed of thought, prioritisation and decision making.</li> <li>• Good organisational skills.</li> <li>• Good problem solving skills.</li> <li>• Ability to build and maintain good working relationships.</li> <li>• Strong IT skills (Microsoft Office and Outlook to intermediate level).</li> <li>• Good time management.</li> <li>• Self-motivated and works well under pressure.</li> <li>• Ability to work in a fast paced environment.</li> </ul>
Additional information	<p>Hours: 40 hours per week.</p> <p>Holidays: 33 days including bank holidays.</p> <p>Location: Record UK, Blantyre.</p> <p>Salary: Negotiable – dependent on experience.</p> <p>To apply, please send your CV and covering letter to <a href="mailto:HR@recorduk.co.uk">HR@recorduk.co.uk</a> with subject heading 'Installation Coordinator'.</p>
Closing date	Open