

**Record UK Vacancy****Service Commercial Administrator****Company Information**

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.

We design, manufacture, supply, install and service the UK's most comprehensive range of automated door systems and aluminium shop-fronts in our production facility outside Glasgow to a wide range of organisations and Customers throughout the UK, including many Blue Chip end-users, Main Contractors, Developers and specialist Façade & Fabricator providers

Due to continued growth and high demand for its services, the company is now seeking to recruit a suitable candidate to join the Commercial Team within our busy Service department based at our Head Office in Blantyre.

**Job Description**

Reporting to the Service Commercial Manager, you will be responsible for ensuring all service visits are closed and verified within 24 hours, accurately costing completed works, and submitting invoices within the required timescales and formats.

**Key Responsibilities and Accountabilities:**

1. Review, close and verify all visits and move to relevant status on internal system.
2. Cost and submit all Completed jobs for invoicing in required format.
3. Review and address all invoice related queries efficiently.
4. Resolve invoicing queries preventing invoicing in a timely manner.
5. Ensure all jobs are completed and submitted on the relevant client web portals.
6. Process and verify engineers' weekly timesheets before submitting to payroll
7. Handle telephone and email queries from clients and internal teams.
8. Contribute to ISO Business Management system.

**Essential Criteria**

- Previous experience in invoicing (preferred).
- Proficiency in Microsoft 365 applications, particularly Excel.
- Confidence in making independent decisions.
- Strong problem-solving skills.

- Ability to work on your own initiative and manage your workload effectively.
- Excellent communication skills, with the ability to interact with individuals at all levels of the business.

### **Benefits of Working at Record UK**

If you are successful, you will join a forward-thinking organisation that is always striving to do better, adopting an empowering working environment that allows you the opportunity to grow and develop in your role and beyond.

As a Real Living Wage employer, you can expect to receive the following benefits when you work at Record UK:

- Life assurance scheme.
- 33 days of annual leave (incl. Bank Holidays)
- Enhanced sick pay.
- Annual salary review scheme.
- Hybrid working scheme.
- Opportunity for progression.
- Access to an online employee benefits portal.
- Access to an extensive online training portal.
- Access to an Employee Assistance Program.
- Bi-weekly fresh fruit delivery to head office.
- Onsite tea & coffee making facilities.

To apply, please send your CV and covering letter to [recruitment@recorduk.co.uk](mailto:recruitment@recorduk.co.uk) with the subject line; 'Service Commercial Administrator'

