

Record UK Vacancy**Installation Planning Coordinator****Company Info**

Record UK is part of the ASSA ABLOY Group who is one of the major companies within the automatic pedestrian door systems industry. The group manufactures and distributes door systems to over 70 countries worldwide.

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.

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.

Job Description

Working closely with the automatic door installers and project management team to facilitate collaborative co-ordination of installations, whilst maximising customer satisfaction.

The main requirements of the role are to:

- Schedule labour for installations – both in advance and at short notice where required.
- Assist 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).
- Utilisation and development of business systems and ensure it is “live” including maintenance of our live planning board by updating stages of customer orders throughout the Project Lifecycle.
- Maintain Client Portals with accurate information.
- Ensure that all internal procedures are being adhered to including but not limited to issuing site checklists, generating service requests, debriefing, management of installation/commissioning sheets and bills of materials. Raising purchase orders for sub-contractor invoices, hire equipment, and site security.
- To receive and action calls or queries from customers and be their point of contact for any planned or outstanding works.
- Ensure the customer has met all requirements to ensure the installation can be completed.

Essential Criteria

- Good organisational skills
- Excellent communication and interpersonal skills
- Speed of thought, prioritisation and decision making skills.
- Good problem solving skills.
- Sense of urgency to work in a fast paced environment.

- Ability to build and maintain relationships with key stakeholders.
- Strong IT skills (Word / Excel to intermediate level and email)
- Self-motivated, working well under pressure

Benefits of Working at Record

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:

- 33 days of annual leave.
- Life assurance scheme.
- Efficiency bonus scheme.
- Enhanced sick pay.
- Annual salary review scheme.
- 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 with subject heading 'Installation Planning Coordinator'.

We look forward to hearing from you!

