



Installations Department Administrator

Role summary

We are seeking an Installations Department Administrator, to join our expanding team based at our office based in Towcester.

This is an opportunity for someone who enjoys ensuring administrative tasks are accurately completed to achieve smooth operational processes and excellent client service standards.

Salary & package

- £25-35,000 dependent on experience
- Holiday: 21 days per year, plus bank holidays, + Christmas Eve & Birthday off
- Working hours: Monday to Friday, 9.00am –5:00pm, office based (Towcester).

Responsibilities

- Installation department 1st call telephone calls
- Installation department administration
- General administration
- Materials and product procurement
- Materials and product price monitoring (With the Installations Manager)
- Stores and stock administration
- F Gas Administration and monitoring
- H&S administration with Installations Manager
- Installations Targets administration
- Customer contact & communication
- Purchase orders
- Installation completion packs
- NICEIC certification issue
- Installation reviews testimonials and feedback.

In addition, there may be ad-hoc duties as required by Senior Management.

Accountable For

- Installations Administration accuracy and attention to detail
- NICEIC Compliance
- Engineers' administration accuracy, quality & detail (for example, job sheet completion and equipment data collection).

Job description

General administration, for the installation department inc communication via telephone and email with Suppliers and customers, directly employed engineers and sub contractors, day to day administration of our CRM booking installation dates, raising purchase orders, checking delivery dates and chasing delivery's, working with our installations manager to provide a smooth efficient organised service to our customers, ad hoc administration elsewhere within the company for holiday cover etc.

How to apply

Send your CV and a short cover letter (including relevant qualifications suited to this role) to Careers@sphereTech.co.uk with the subject: "Installations Administrator".

SphereTech is an equal opportunity employer.

