



VACANCY

Installation & Building Work Administrator

We currently have a vacancy for an Installation & Building Work Administrator. Working as part of a team but able to work independently, the successful candidate must be highly organised, able to work well under pressure and have excellent communications skills. European language skills would be an advantage, but not essential.

Tasks include:

Schedule buildings works and installation dates ensuring customer deadlines are met

Maintain all relevant databases and issue and required documentation

Arrange dispatch of parts to maintain van stocks

Create building surveys and distribute to contractors

Assist with control of invoices and negotiations of extra costs

Assist the Installation Manger with enquires

Starting date: ASAP

Full Job Description available upon request.

CV's to careers@wessexlifts.co.uk

An Equal Opportunities Company