

WORK WITH US

AFTERSALES COORDINATOR (MATERNITY COVER)

Vector Foiltec is the world market leader for transparent ETFE constructions and realizes innovative roofs and facades worldwide. We are constantly expanding our portfolio with technically complex, national and international Texlon® ETFE projects. It is vital for Vector Foiltec to work closely with architects to give them the tools to incorporate ETFE within their designs and to encourage the use of ETFE wherever possible.

We are looking for maternity cover for our Aftersales Coordinator as part of our aftersales and maintenance team supporting ETFE clients' needs on developments across the UK and Ireland.

Your role will include

- Department front of house and point of contact
- Organising reactive maintenance call-outs
- Planning and coordinating planned maintenance visits
- Invoicing for aftersales works and associated credit control
- Administration requirements associated with planned maintenance works including pre-qualification questionnaires and supplier requirements.
- Issue of client offers and agreements
- Internal department audits
- Working as part of the local and broader Vector Foiltec team internationally
- Ensure that at all times works are delivered with the health and safety of all involved as the highest priority

Your profile

- You should have experience in a service, facilities maintenance or related field.
- Proven track record in a role that provide organisation, client facing support and internal structure.

Your strengths

- Good personal organisation and time management
- Good IT skills including experience using the Microsoft Office suite

We offer

- Competitive salary
- Opportunity in an exciting ETFE field delivering very special and unique projects
- Office is based in the City of London



Lyndon Clayton

If you fit this profile, we would like to get to know you and possibly offer you an interesting position immediately.

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