



SEC Electrical Limited

Industrial & Commercial Electrical Contractors

Call 01604 756637

Electrical Maintenance and Projects Administrator

Location:

UK - Northamptonshire

Salary:

£Competitive + Benefits

Job type:

Permanent – Full Time

SEC Electrical is a growing Electrical Services Provider looking for someone to co-ordinate and organise works within our Maintenance and Projects (MAP) department. We cover a varied range of industries including healthcare, quarries, food and education.

The successful applicant will have a proactive approach with enthusiasm and commitment to the job as well as, ideally, some knowledge of the electrical industry.

SEC Electrical welcome new initiatives but at the same time will be happy to help bridge any gaps in your knowledge with assistance from the rest of the team and will provide training as necessary. You will be working within a small team to strive for continuous improvement within our organisation.

This is a great opportunity for an organised individual seeking a varied role to become a valuable member of the team whilst being able to work independently.

The Person:

- * Organised and thorough with the ability to prioritise and multi task within a busy office environment
- * Strong communication and interpersonal skills are essential as the role requires constant interaction with both customers and engineers
- * Proficient in MS Office applications
- * Experience using contract management software (Trimble) is desirable but not essential as training will be provided
- * Secure numeracy skills to complete the financial and mathematical aspects of the role
- * Able to demonstrate innovative approaches to problem solving
- * Proactive, self motivated professional with a positive work ethic

The Role:

- * To receive works from customer and organise completion of works allocating the appropriate engineers following discussions with MAP manager
- * Discuss works and materials required with engineer and arrange material orders
- * Maintain labour calendars
- * Review and authorise subcontract labour costs
- * Review completed / outstanding works and discuss with engineers where necessary
- * Organisation of all maintenance and projects works records, both electronic and paper
- * Assist procurement manager with material orders and arranging returns
- * General administration tasks associated with maintenance and projects works such as filing and telephone answering
- * Draft sales invoices
- * Completion of firm's training matrix and arrange staff training where necessary
- * Some involvement with company health and safety procedures
- * Pro actively follow up additional works

If you are interested in applying for this position please forward your CV to recruitment@secelectrical.uk

NO AGENCIES