

## Service & Maintenance Co-ordinator

A Position has become available within the Service Department, Birmingham working in our Planning Team. Any interested parties please apply before 7<sup>th</sup> October 2016 contacting Sally Rhodes along with their CV.

### Job description:

- Working within an existing team on our Planning Desk
- Applicant must be a team player and have good communication skills
- Interacting with the Clients and Engineers
- Assist with planning routine maintenance
- Sending out Renewals and updating system upon receipt
- Raising Purchase Orders
- General administration duties

Sally Rhodes

Customer Service Manager

A division of SFS Fire Services Ltd

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