

Unit E
Silwood Park
Ascot
Berkshire SL5 7PW
Telephone 01344 203800
E.mail ascot@hkfire.co.uk
www.hkfire.co.uk

Service & Maintenance Administrator

A position has become available within our Service and Maintenance department in Ascot, Berkshire. Any interested parties please submit your CV to Brian Mayne (brian.mayne@hkfire.co.uk)

Job Description:

- Applicant must be a team player and have good communication skills
- Interacting with Clients, Engineers and Contractors
- Assist with planning routine maintenance
- Sending out renewals and updating the system upon receipt
- Raising purchase orders
- General administration duties

Full training will be provided

Brian Mayne
Service Manager (South)