

Shenton Group Vacancy

Job Title: Generator Service Coordinator

Location: Andover, Hampshire

This is an office role based from our HQ in Andover for which you will be required to have good organisational skills, be a confidential and trustworthy person with good IT skills. A hard working and positive attitude with a willingness to learn will be essential as well as a good commercial understanding/outlook.

About Shenton Group

A thriving business, with 37 years in the standby power and energy efficiency markets. We have a strong family management structure, and high standards of performance and ethics. We have a mature financial position and trade from multiple locations around the UK. You would be part of a team of circa 80 staff.

We have robust staff development policies, and offer substantial opportunities for stable long term employment.

shentongroup are the UK's leading Technical Experts in Standby Power, Uninterruptible Power Supplies and Combined Heat and Power Systems.

The areas of **responsibility** are:

This role involves scheduling engineer's service visits, liaising with clients, handling emergency call outs, creating invoices, processing of service reports, data entry, parts ordering and liaising with the service engineers.

SAP Business One software skills would be very beneficial.

Good time and task management skills are essential as well as the ability to work under pressure and extended hours as the department requires. A determined spirit is necessary when working with field service engineers.

Hours of work would be 8.00am – 5.00pm Monday to Thursday, and 8.00am – 4.30pm on Fridays, or as the needs of the business require.

Your package will include:

- Attractive salary, commensurate with experience and ability
- 25 days annual leave, increasing through company loyalty programme
- Free onsite parking

To express an interest in this role, please send your CV to careers@shentongroup.co.uk