

Shenton Group Job Description



The UK's Leading Technical Experts in Standby Power, Uninterruptible Power Supplies and Combined Heat and Power Systems.

A thriving business, with over 35 years in the standby power and energy efficiency markets, Shenton Group supply, install, hire and maintain critical power systems and associated equipment such as generators, UPS systems, switchgear and CHP (Combined Heat and Power). 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, and 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.

Job Title:	Service Co-Ordinator
Date Written:	25 th April 2022
Manager Responsible:	Lorraine John
Location: (HQ/Hub/Home Working/Field)	Shenton House, Andover (HQ)
Start Date:	ASAP
Full or Part Time Role:	Full Time
Working Hours:	08:00hrs – 17:00hrs Mon-Thurs & 08:00hrs – 16:30hrs Fri
Salary:	20k-21k
Overtime: (Yes/No)	No
Vehicle/Car Allowance: (Yes/No)	No
Other Benefits:	25 days holiday increasing through company loyalty program, Health & Wellbeing App

Job Description

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.

Key responsibilities:

- Scheduling engineer's service visits
- Liaising with clients
- Handling emergency call outs
- Creating invoices
- Processing of service reports
- Data entry
- Parts ordering
- Liaising with the service engineers

Skills Required

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.

SAP Business One software skills would be very beneficial.

Manager Approval	Lorraine John	Date	26.04.2022
Board Approval	Jody Meek	Date	26.04.2022

To apply for this role please email your CV and a covering letter to careers@shentongroup.co.uk