

Helpdesk Coordinator

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£24,000 per annum depending upon experience.
Based in our Kent offices in Sevenoaks
Permanent, full-time

Your new company

UK Facilities Solutions is a growing operator within the building and maintenance sector. We pride ourselves on being customer centric and delivering a fantastic range of services to our clients. As our company continues to grow, we require talented and career driven professionals to help us reach our goals. We are now looking to recruit a Helpdesk Coordinator to join us based in our Kent Offices in Sevenoaks during this new phase of growth.

Your new role

Reporting into the Administration Manager. You will be the first point of contact for the business making you an integral part of the business. Your main role is to connect and link all aspects of the business together by working alongside our managers, engineers, clients, suppliers and sub-contractors. Your responsibilities will include answering telephone and e-mail enquiries, Liaising with Clients, Engineers and Sub Contractors. Organising and distributing work to the engineers and sub-contractors using our bespoke computer system. Updating works and other necessary information onto the system. (Training will be given). You will be responsible for planning and allocating PPM tasks and prioritising and co-ordinating reactive maintenance tasks. Other tasks include controlling and organising inventories & maintaining computerised information systems. General office administration.

What you'll need to succeed

To be the successful candidate you need to be passionate about working with people. Be innovative and possess a can-do attitude. You must be a confident and reliable person with a good work ethic. You must possess excellent communication and organisation skills and be able to multi-task in a busy environment. You should be computer literate: (Word & Excel – please note training will be given on our bespoke system). You need to be always assertive and calm at all times.

What you'll get in return

This is a great opportunity within the building and maintenance Industry. The role is permanent and pays £24k depending upon experience.

What you need to do now

If you're interested in coming to work with us send us your cover letter and CV to careers@ukfsl.co.uk
If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.