



Become part of our SWARCO team as

Service Quotes Coordinator

Location: Hemel Hempstead, United Kingdom | Full time

Your Challenge

Are you a good Administrator looking for your next challenge? We have an exciting opportunity for a Service Quotes Coordinator to join our team in SWARCO Smart Charging in Hemel Hempstead. Please note this role will be Office based, therefore the right candidate must be able to commute to the office on a daily basis.

Key Responsibilities

- Generation of quotes
- Processing of Purchase orders Engineers Travel (ad hoc)
- Service engineer uniform ordering
- Assisting the Service Team day to day
- Carry out all reasonable requests from senior management/directors
- Raising and chasing quotations in a timely manner
- Producing/raising Purchase Orders to Suppliers
- Invoicing
- Oversee various Mailboxes
- Filing and Folder Control
- Updating multiple Excel spreadsheets
- Uploading & updating external CRM databases
- Day to Day Office Administration
- Assisting the Service Team Day to Day

Your Profile

- Ability to work on own; but be a part of a team
- Be able to work in a pressured, client-controlled environment
- Have a courteous manner and ability to communicate clearly with all levels of clients & staff
- Client liaison and customer focus
- Good administration and co-ordination skills
- Generation of reports
- Good motivational acumen and drive
- Intelligent thinker, strategic planner, focused and priority driven
- Database management
- Reliable and innovative
- Attention to detail
- Be organised and detail oriented
- Have Microsoft Office working skills (Word, Excel)
- Have a can-do attitude
- Work well with customers, peers, and management
- High standard of language and communication skills
- Have flexibility to perform different tasks based on the day-to-day business needs
- Undertake any work of an appropriate nature as directed by Management
- Ability to commute to the office in Hemel Hempstead on a daily basis
- **Right to live and work in the UK**

Your Benefit

As well as providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- 25 days holiday with bank holidays in addition
- Your birthday off
- Employer pension contributions
- Employee Assistance Programme
- Life assurance up to 6x salary

Interested?

Apply Today! We will acknowledge receipt of your application and be in touch if you are successful.

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.

We have a responsibility to ensure that all employees are eligible to live and work in the UK, therefore successful candidates must have the right to work in the UK by the start of their employment. **Please note that Swarco Smart Charging are unable to provide UK Visa Sponsorship.** We are an equal opportunities employer.

Agencies, please note, that should we require recruitment agency involvement, we will contact the agencies on our PSL; we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company for a role we have not actively engaged with you on, you should be aware that they have no authority to enter into an arrangement with you and we will consider the CV a gift! We will not be liable for any payment you charge in relation to it.

#LI-GB1

Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

SWARCO Smart Charging

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Information on processing of your personal data is available [here](#).