



Install Co-ordinator Job Advert

We have an exciting opportunity to join the Service Install Team and play a key role in achieving organisational success.

Our employees:

- Have INTEGRITY in all they do.
- Show RESPECT to drive performance, innovation & a commitment to our community.
- TRUST in each other and our company.
- Make bold decisions with SHARED RISKS.
- Support our business model by applying SIMPLICITY.

The Role - : Responsible for the planning and day to day management of Installation work for Hobart UK.

- Keeping the capacity plan and all systems up to date and recording all absences accurately.
- Managing Technician holiday request in line with capacity and business requirements.
- Liaising with the Operations and Technical Manager to plan annual activities including training requirements, breakfast meeting and van stock audits.
- Raising capacity concerns to Senior Managers.
- Support the Technical Operations Manager to deliver the controllable budget to ensure the financial plans are delivered, working within budgeted headcount.
- To support the business growth of Install, growing the business and increasing operating income.
- Tracking and recovering costs of Installation calls to ensure the profit plan is delivered.
- Project Managing Large Ware Wash and Cooking Installations to ensure timely completion to the business requirements.
- Collaborate with the internal process to ensure best practice and legal compliance is achieved and continuously improved to minimise risk to the business performance and reputation.
- Conduct yourself in a safe manner and support the company Enterprise Strategy to achieve our target of zero medical treated and lost time accidents; to support our company wide safety culture.
- All activities are to be carried out in accordance with all company policies and procedures as set out in the Company Handbook and elsewhere including policies regarding: Equal opportunities, anti-bribery, health and safety, data protection/GDPR and information security.
- Other appropriate duties as assigned by management.

For full details of the job description please contact the HR Department hr@hobartuk.com

Key Skills and Attributes:

- Analytical skills with the ability to interpret data and communicate key messages both verbally and in writing to all levels
- Intermediate Excel skills essential
- Ability to create standard operating procedures and process flows.
- Highly organised with the ability to prioritise work
- Previous experience of working in a service environment
- Working experience of planning and forecasting
- People management skills
- Demonstrate the ITW core values, integrity, respect, trust, shared risk and simplicity.
- Resilient and robust with the ability to work with accuracy and pace.

Hobart believe in an inclusive work environment and recognise the value a diverse and empowered team can achieve. We are committed to building a culture where difference is valued, and everyone is able to achieve their potential at work regardless of their background. We welcome applicants who present the right transferable skills and behaviours to achieve success.

Apply by sending your CV to recruitment@hobartuk.com by COB 21st November 2023