

Service Scheduler



VACANCY: Service Scheduler

LOCATION: Maidstone

ABOUT US:

Glenfield Invicta Limited is part of the AVK Group, market leaders in the design, manufacture and supply of valves, penstocks, fittings and flow control equipment to the Water, Wastewater, Oil and Gas and hydropower industries.

Glenfield Invicta's end to end Project Solutions provide market leading valve, penstock, and engineering site solutions excellence across a multitude of Utility and Non-Utility infrastructure projects.

Join a market leading company to develop and grow your career whilst benefiting from the support and network of the group.

ABOUT THE ROLE:

An opportunity has arisen for a driven individual, to join and support the service team and coordinate/arrange resource support for service work & projects across the UK.

We are actively recruiting for a service scheduler to support our engineers, and ensure all tasks are being managed effectively and efficiently. This is a great opportunity for someone looking to join in a pivotal role, confident in ensuring all works are being delivered efficiently.

Key responsibilities include, but are not limited to:

- Effectively assign labour to scheduled works with the guidance of the skills matrix.
- Detail and allocate required equipment for site work.
- Track job progress and communicate to all relevant parties any necessary schedule adjustments.
- Update systems with all relevant information regarding job and project status.
- Provide training and support for all users of the BigChange software and interact with the program provider to offer maximum use of the software.
- Report & maintain the system on behalf of the company.
- Develop and monitor the workflows between departments where scheduling is involved.
- Actively collaborate with Project Engineers to develop schedules for current orders and projects.
- Attend meetings to update managers on project status, schedule changes and resource requirements.
- Ensure engineers fully comply with checklists, dynamic risk assessments and any other compliance paperwork.
- Work closely with the Health and Safety team to ensure compliance with site engineer requirements.
- Liaise directly with the Technical Coordinator and Project Engineers to gather/communicate any relevant documentation.
- Co-ordinate with other teams to ensure the timely delivery of goods and equipment to site.
- Arrange accommodation/essential services for engineers to deliver projects as scheduled.
- Track Co Vehicles to ensure mobilisation commitments are met.
- Maintain accurate records of engineer activities and project progress.
- Address any issues that may arise during the scheduling process.



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ABOUT YOU:

- Previous years' experience in a similar role ideally from an Engineering background.
- Experience within mechanical / manufacturing engineering business preferable however not essential.
- Fully conversant with Microsoft Office Software, such as "Word", "Excel", "PowerPoint" etc.
- Excellent communication and solution orientated problem-solving ability.
- Demonstrate attention to detail and observation.
- Flexibility to adjust workload priorities to take account of new deadlines.
- Continuous Improvement Mindset.
- Independent worker with excellent planning and organising skills.

WHAT WE OFFER:

- A culture of shared values, goals, attitudes, and business growth
- Employee Assistance Programme (Welfare and Wellbeing)
- Competitive salary
- 33 days holiday (including statutory Public Holidays)
- Life Assurance plan (x3)
- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, Days Out, Technology, Home and Travel)
- A blend of training to help your career development

WORKING HOURS:

- 38 hours per week
 - Monday – Thursday 0830-1700
 - Friday 0830-1600

We know that our people make the difference in the AVK Group, and we are looking for skilled, passionate, and driven professionals to work with our inspirational leaders; to promote our culture, enable change and champion a lean environment.

APPLY NOW - Please send your up-to-date CV to careers@avkuk.co.uk