



Job Title: Service & Sales Co-Ordinator

Salary: DOE

Linnet Technology Ltd, was established in 1989 and has grown to become a well-respected, quality business in the field of Uninterruptible Power Supplies (UPS) & Emergency Lighting Units (ELU), we currently employ 13 people throughout the UK with our main office in Stirling.

We are looking for a Service Coordinator to join our team based in Stirling, & will report directly to the Directors.

The successful candidate should have the ability to work to tight timescales in a pressurised environment & require an attention to detail to ensure all records are maintained within our database.

Working as part of a team you will be responsible for facilitating all internal tasks required to enable our engineers to provide the excellent service our customers have come to expect over the last 28 years.

You will be an integral part of our future plans to develop & grow the business & therefore it is essential you are able to adapt to change & thrive on new challenges.

Your responsibilities will include:

1. Coordinating all PPM & remedial works for our customers, using your time management skills to prioritise and ensure accurate completion of all works;
2. The preparation, renewal and monitoring of maintenance contracts.
3. Maintaining records in detail to enable an accurate account of contract history.
4. Prepare quotations & issue to our customers in line with our engineers' findings during their visits.
5. Liaise with customers, suppliers, contractors & engineering team to ensure works are effectively planned correctly.
6. Process orders and arrange delivery to site by liaising with suppliers and customers.
7. Sending Invoices upon job completion & liaising with customers with outstanding payments are due
8. General office administrative duties such as maintaining files, record keeping, answering & diverting telephone calls

About you:

- Account Management/Administration experience
- Computer literate (Microsoft packages)
- Flexible and willing to work as part of a team
- Good verbal and written communication skills
- Self-starter with a pro-active, can-do approach
- Results orientated
- Experience within the UPS / Electrical industry desirable however not essential
- Experience with SimPro Job Management Software desirable however not essential

Scottish Division
Tel: 01786 450 433

North England Division
Tel: 01977 551 764

South England Division
Tel: 01264 366 812



Why Linnet Technology?

- Industry leading salary
- Private health care upon successful completion of your probationary period after 6 months
- Private pension contribution
- 20 Days Annual leave Plus 8 Public Holidays. 1 additional day for every year of service up to a maximum of 5.

COVID-19 & Eligibility

Due to the nature of our work & business processes home working is not possible for this role.

All candidates must be eligible to work and live in the UK.

To be considered for this role, please forward your CV and covering letter to ups@linnet-tec.co.uk.

Linnet Technology uses formal Regulations and Legislation as minimum standards and operates within a culture of full equal opportunities and diversity and therefore welcomes a wide range of candidates to this rewarding and challenging post.

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