

Service Coordinator

Our client is a busy and successful company that is based within the Building Services Industry. They have fostered a fantastic working culture where it is about People; Clients and Staff. They are focused on building great relationships and providing an outstanding service. They also care about their staff and encourage continual development and learning.

They are currently looking to add to their team with a highly organised Service Coordinator. Someone who is as equally motivated to be part of a supportive team, provide a fantastic customer experience and be open to professional development.

This is a great opportunity for someone who loves to keep busy, have their finger on the pulse and enjoys organising!

This busy and varied Service Coordinator role covers a multitude of duties including:

- Scheduling Jobs;
- Organising and coordinating meetings, interviews and events;
- General Administrative Duties;
- Financial and Accounts: preparation of invoices, financial statements, reports, quotations;
- Building and maintaining professional relationships with clients and service team;
- Preparing a range of documentation and service reports.

If you are a motivated and highly organised professional who is wanting a diverse role and a new challenge, this is your opportunity!

Above all, your desire to do quality work will be paramount.

Applicants for this position should have NZ residency or a valid NZ work visa.

Email your cv to anne.smith@jobsmith.co.nz to apply.