

VACANCY: Technical Coordinator

LOCATION: Maidstone, Kent

ABOUT US:

Glenfield Invicta Limited is part of the AVK Group; who are market leaders in the supply of valves, fittings and flow control equipment to the Water, Waste Water, Oil and Gas industries throughout the world.

A vacancy has arisen for a Technical Coordinator to join our site services team, specialising in Water Projects; including water authorities in Maidstone. Work within an integral role and become a conduit between our skilled engineers and valued customers.

Are you a technical professional with the ability to read and understand technical drawings, monitor, and calculate project costs and provide real time progress reports internally and externally; with confidence in tracking data to draw clear and relevant conclusions to present to non-analytical audiences?

ABOUT THE ROLE:

Key responsibilities include, but are not limited to:

- Read and understand technical drawings and literature to deliver analytical reports.
- Monitor and calculate running costs of projects.
- Precise data input using Navision using LNS codes.
- Collate technical manuals from data accumulated during project delivery.
- Keep accurate spreadsheets for contracts (Financial and Programme of Works).
- Raise Purchase Orders and invoices for subcontractors and hire equipment.
- Generate reports for customer and senior management.
- Keep account of Engineers time and expenses.
- Administer and issue Contract / project paperwork and ensure requirements are met.
- Request and process variations to orders when the need arises.
- Administration of Company Reports
- Administering Contracts and ensuring we meet requirements.
- Able to collate technical manuals from data accumulated during project delivery.

ABOUT YOU:

- Previous experience in a similar technical role preferably within engineering.
- Good understanding of Microsoft Office Suite and ERP / MRP systems.
- 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.
- Ability to read and understand technical drawings and literature.
- Good understanding of Microsoft Office Suite especially "WORD" & "EXCEL".
- Good office management skills, with the ability to file, coordinate and document support duties.
- Deliver analytical reports based on given data.

WHAT WE OFFER:

- A culture of shared values, goals, attitudes, and business growth
- Employee Assistance Programme (Welfare and Wellbeing)

Technical Coordinator
Glenfield Invicta Limited



- 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:

- 37.5 hours per week
 - Monday – Thursday 0815-1700
 - Friday 0830-1600

We know that our people are the most important asset to 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

