

Designer **Contracts**

Vacancy – Fitting Planning Coordinator

With 250 staff and an annual turnover of over £30 million across 12 regional centres, we are the UKs largest flooring contractor. This is a fantastic opportunity to join our team.

Due to our significant and continued expansion we are looking for a Fitting and Planning Coordinator at our Regional office in Biggin Hill:

- **Thames Medway**
- **Salary: £18,500 per annum, plus bonus**
- **Permanent, Full Time**

The Role

- Responsible for Fitting Diary
- Assist in recruiting Fitters (including interviews)
- Liaise with Fitters, sites, sales and clients
- Maintain 'Required by' dates
- Check and print Pick Slips in good time for the Warehouse to pick goods.
- Responsible for Goods in and Order chasing
- Managing dispatching
- Assist with Administration duties

The Person

- The successful applicant will have a proven background within an administration role together with the ability to handle a heavy workload effectively, prioritise and multi task and maintain the highest levels of accuracy.
- Strong team player
- You should have at least 5 GCSEs Grade C or above, including Maths & English or equivalent.
- You will be articulate, possess excellent IT and communication skills and work well under pressure.

Benefits include, quarterly bonus, 32 days holiday, including 8 bank holidays, contributory pension scheme, healthcare, life cover and staff discount.

If you have the relevant experience and drive to make a real difference and grow our business, send us your CV as well as details of your current salary and package.