



Job Description for Installations Coordinator

Reporting to	Internal Operations Manager
Hours	Full time – Monday to Friday (8:45am – 5.15pm with one hour for lunch)
Location	We Power Your Car, Airedale House, Wagon Lane, Bingley, West Yorkshire, BD16 1WA

Company

We Power Your Car

We Power Your Car are an electric vehicle charger, full-service supply, and installation company based in Yorkshire but operating nationally.

As the experts in electric vehicle charging, we are able to assist with every step of sorting an EV charging solution, whether it be for the domestic, workplace or commercial market.

We are a rapidly expanding business in an exciting, up-and-coming industry, and we are on the hunt for new recruits due to unprecedented growth in the last few months.

General job description

Installations Coordinator

We are looking for an Installations Coordinator to assist the installations team in managing our network of electric vehicle charger installers across the UK.

Main Responsibilities and Duties

Responsibilities

- Organise and monitor installations across the UK, including scheduling and reallocating installers and dealing with any issues that may arise

- Liaise with installers and customers via email and over the phone
- Be the point of call for our installation partners
- Stock management and arranging the delivery of stock
- Ensure all communications are thoroughly and efficiently recorded on our internal IT systems. This is an integral part of the role as all members of staff need to be able to access and utilise this information whenever required to ensure the successful daily running of the business.

Requirements

- Competent in Microsoft Office applications
- Experience in an operations/administrative role
- Educated to GCSE level (Maths and English are essential). A-Level education is desirable
- Ability to learn new systems quickly
- Experience working independently and in a team
- Be able to work in a fast-paced environment and manage multiple tasks
- Strong communication and interpersonal skills
- Accurate data entry skills
- Highly organised

Salary/Hourly Rate

Circa £22,000 per annum DOE

Holidays

25 days plus bank holidays

Benefits

- Competitive Salary
- Flexible working
- Free Parking
- Opportunities for progression
- Brand New Office