

WE ARE HIRING!

PROGRAMME SUPPORT

JOB REF NO: JP187

DEPARTMENT: T-T PUMPING STATIONS RESPONSIBLE

TO: DEPARTMENTAL MANAGER



T-T Pumps Ltd, one of the UK's market leading companies in the supply, manufacture, design, install and service of pumping equipment, is looking for a dynamic and motivated individual to join their administration team.

This role is a reactive and dynamic role, responsible for supporting the Programme Team Leader in scheduling and coordinating works. This position requires an individual with a "can-do" attitude who can effectively prioritise workload and adapt to changing situations.

Responsibilities / Duties:

- Support the Programme Team Leader in scheduling and coordinating site works
- Effectively communicate and liaise with business and site managers to ensure site readiness prior to attendance
- Support the site engineers with all site requirements, ensuring they have all equipment and information required
- Coordinate with internal departments to ensure all required parts are made available and projects progress smoothly
- Produce O&M Manuals
- Ensure tools remain in calibration and schedules are kept up to date
- Understand and issue reports post works
- Produce basic quotations
- Assist in preparation of RAMs
- Order processing
- Arranging transportation
- Provide technical support to clients with the assistance of the team
- Support the department in administrative tasks and cover holidays
- Identify training needs

Any other duties necessary:

- Be flexible to the requirements of the business
- Observe and maintain the company's Health and Safety Policy
- Undertake any other duties that may be required from time to time

INTERESTED IN BECOMING A MEMBER OF OUR TEAM?

Send your CV to
recruitment@ttpumps.com

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Person Specification

At T-T we appreciate the importance of the right attitude. We are looking for enthusiastic candidates who will adopt our company culture and follow our long-term business plan, looking towards future growth within the business.

REQUIREMENT	ESSENTIAL OR DESIRABLE
KNOWLEDGE	
<ul style="list-style-type: none">Knowledge of the industryComputer competence (Office 365, etc)	DESIRABLE ESSENTIAL
EXPERIENCE	
<ul style="list-style-type: none">Experience of working in a similar role	ESSENTIAL
QUALIFICATIONS/ EDUCATION/ TRAINING:	
<ul style="list-style-type: none">Excellent keyboard skillsCustomer communication skills to deal with internal and external customers	ESSENTIAL ESSENTIAL
SKILLS & COMPETENCIES	
<ul style="list-style-type: none">Ability to manage client expectations and maintain client relationships, responding to queries in a timely manner.Assertive, strong prioritisation and organisation skillsAbility to manage own workload and use initiative.Be flexible and reactive when urgent issues arise.Ability to multitask.Customer service skills, including telephone and email	ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL
PERSONAL ATTRIBUTES	
<ul style="list-style-type: none">Strong mindedOpen minded individual, open to learning mechanical and electrical terminology and processesSelf-motivated with “can-do” approachProblem solving skillsTeam playerAbility to form positive relationships with engineers and customers	ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL
WORKING CONDITIONS:	
<ul style="list-style-type: none">Based at T-T head office in Woore, Cheshire	

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T-T are an equal opportunities employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.