

# ingenia

## CANDIDATE SUMMARY

Reference 4471

If this person appears suitable for a position within your company, please call 0191 4155010.

### PROFILE:

- **We guarantee this candidate has been interviewed.**
- Has around 5 years experience in Service Advisor/Coordinator roles, with experience of:
  - Handling breakdown calls.
  - Organising installation and commissioning of equipment.
  - Ordering parts.
  - Allocating Engineers to jobs.
  - Organising insurance/relevant paperwork prior to work starting.
  - Following up additional work required to customers.
  - Monitoring/managing Technician efficiencies.
  - Invoicing.
  - Monitoring overtime/mileage reports.
  - Meeting and greeting customers.
  - Handling customers booking calls.
  - Creating job cards.
  - Allocating jobs to Technicians.
  - Pricing up/selling additional work.
  - Handing over vehicles.
  - Taking/processing payments.
  - Handing complaints.
- Confident using computers and uses them daily.
- Considers herself hardworking, motivated and conscientious.

### CAREER:

- 12/16 - Date - Service Coordinator - (Electrical inverter distributors).
- 01/15 - 11/16 - Service Advisor - (Agricultural franchise).
- 08/12 - 12/14 - Admin. Assistant - Service Coordinator - (Electrical inverter distributors).
- 10/09 - 08/12 - Sales Assistant - Retail Supervisor - (High street store).

### TRAINING:

- Various Dates: - NVQ level 3 in Business Administration - (Certificates seen).

### PERSONAL:

- Status: Female, Partner, No Children.
- Resides: Prudhoe area.
- Driving licence: Full.
- Interests include: Interior design, cooking and cars.

### POSITIONS OF INTEREST:

- Service Advisor.

### SALARY EXPECTATION:

- OTE Circa £24k.

**CV may be available subject to candidate approval.**