

## Service Supervisor

Reid & Co Consulting • South Eastern Suburbs Melbourne VIC



Base pay

\$90,000 - \$110,000



Work type

Full time



Contract type

Permanent

### Skills

PROJECT MANAGEMENT

MICROSOFT EXCEL

MICROSOFT WORD

SCHEDULE+

### Full job description

An outstanding opportunity to join a secure, growing name in the Compressor market. Looking after a well established high performing Service team and representing a brand with a great reputation, longevity in its staff tenure and an open and welcoming working environment.

### Position

Our client has a friendly and energetic culture and works in the Compressed Air industry. Sales and Project Management are already established and we are looking for someone with strong background in coordination, administration and high attention to detail to contribute to the success of our team and business goals.

### Role

- Oversee and guide all activities of the Service team.
- Handling customer service interactions, reports and issues resolved
- Maintains strong relationships with customers, suppliers and subcontractors
- Managing technician's schedule/contractors as required
- Participate in the execution of changes to procedures, policies, and systems to facilitate expansion, compliance, and scaling of the business.

### Job details



Date posted

16 May 2022



Expired On

16 Jul 2022



Category

**Manufacturing, Production & Operations**



Occupation

**Supervisors & Plant Management**



Base pay

**\$90,000 - \$110,000**



Contract type

**Permanent**



Work type

**Full time**



Job mode

**Standard business hours**



Industry

**MACHINERY**



Sector

**PRIVATE BUSINESS**



Work Authorisation

**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

- Ensure team follows best practices and maintain service level agreements
- Order materials required for service works

### **Skills and experience**

- Proven experience in coordination and administration role preferred but not essential
- Strong analytical skills with excellent attention to detail
- Compressor knowledge/experience in a service capacity
- Strong communication, interpersonal, written and PC skills (incl. MS Excel & Word)
- Strong time management skills
- Customer Focus
- You will also be a well organised and highly motivated individual

If this sounds like you or you would like to discuss this further please call John Reid on 0492 905 984 or simply send your resume to [John@reidandcoconsulting.com.au](mailto:John@reidandcoconsulting.com.au)