

Job Role: Technical Services Coordinator.

Competitive Salary up to £30,000 per annum.

Global is a truly inspirational business.

We are one of the UK's most dynamic fleet management and rental companies, and we are thinking bigger than ever before. We are taking on new challenges, expanding and finding new ways to deliver the best value. You could be part of this adventure.

Yorkshire based, with UK wide coverage, our fundamental principles of high quality professional service and tailored solutions are as true today as they were 20 years ago. Our strong reputation is key to our success. We offer fleet solutions to simplify fleet management. Our comprehensive and market leading range of products

and services includes vehicle daily rental, contract hire, remarketing, maintenance and servicing.

But it's not what we do, it's the way we do it that makes us so extraordinary. Customers are at the centre of our thinking and decision making all of the time.

Constantly innovating, the Global team is talented, diverse and hard working. It's a high octane performance led culture where we have fun. If you share our values, want to be challenged, get support for your professional growth and be well rewarded, you will fit right in!



What you will do:

- As Technical Services Coordinator you will take ownership of a significant element of the bodywork, service and repair tasks.
- Your objective is to maximise department profitability, through monitoring cost control and vehicle downtime, whilst delivering high levels of customer service.

Contact us:

If you're interested in furthering your career with Global, get in touch:

+44 (0) 113 391 8040

HR@globalautocare.co.uk

How you will do it...

- Provide technical expertise and management throughout the complete vehicle repair process.
- Assess vehicle inspections, identify correct repair methods and manage recharges.
- Ensure repairs are progressed effectively and efficiently.
- Liaise with suppliers/repairers to review all vehicles currently off road and ensure all necessary and available actions are taken to minimise vehicle downtime.
- Issue order numbers for repairs where appropriate, agreeing costs with repairers to ensure vehicles are repaired in the most cost effective manner.
- Raise and issue customer recharges where appropriate following agreed process and protocols.
- Review all supplier invoice queries on a regular basis to ensure all are resolved in a timely manner.
- Oversee vehicle spend and ensure it is controlled within budgets.

What you need to be successful...

- Previous experience of working within a bodyshop/workshop environment is essential, ideally in a technical capacity.
 - An understanding of body repair methods and processes and an awareness of BVRLA FW&T guidelines is also important.
- Experience of costing vehicle body repairs and raising estimates.
- Familiarity with automated estimating systems.
- Experience of negotiating with suppliers and repairers to agree costings.
- Methodical and process driven, proactive and energetic.
- High levels of attention to detail and accuracy.
- Work well under pressure especially during peak periods.
- Good numeracy, literacy and IT skills.
- Excellent verbal, written and spoken communication skills, and exceptional interpersonal skills.
 - Strong organisational skills and able to effectively manage and prioritise workload.
- A full driving licence is preferred.

Above all, you will need...

- **PASSION** for learning and a desire to succeed.
- **INTEGRITY**, consistently adhering to high quality professional standards, with sound business acumen.
- **INNOVATION** and a solutions focused approach.
- **PERFORMANCE** driven and keen to deliver to the best of your ability every time, all the time.
- **AGILITY** - responsive to the needs of the customer.
- **QUALITY** focused and aspiring towards excellence in all things.
- **PRIDE** in supporting the delivery of extraordinary fleet solutions.

And in return...

As Technical Services Coordinator at Global, you will receive a competitive salary of up to £30,000 per annum. It's a great environment to work in. There's open communication with management, and ample opportunity to showcase your ideas to our shareholders and owners.

Be part of our success – apply now!

Email your CV to:  HR@globalautocare.co.uk