

# Gas Planner/Scheduler

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- Kelvedon, Essex
- £18,000 - £20,000 per annum
- Job type: Permanent, full-time

**Role: Planner/Scheduler**

**Sector: Domestic Market**

**Location: Kelvedon, Essex**

**Salary: £18,000 - £20,000**

We are looking for a Planner/Scheduler to join our growing team within the Domestic Heating sector and provide internal support to our planning department at our office in Kelvedon, Essex.

## **The role involves duties such as-**

- Processing and scheduling leads,
- Managing salesmen and Engineers diaries,
- Liaising with homeowners and engineers to schedule installs,
- Planning material orders and deliveries,
- Prioritising emergency works,
- Booking appointments and allocating works to the available operatives, and following works from start through to completion,
- Effectively communicate any concerns about work quality and ensure operatives have the right material to complete their work,
- Ensure all relevant data is up-dated on a timely basis,
- Any other ad-hoc roles that may arise.

## **Experience and Skills Required-**

For this role, you must have a good telephone manner, be organised, have the ability to prioritise work, and pay attention to detail.

Preferred candidates would have previous Planner/Scheduler (or similar) experience including diary management for operatives.

**Salary:** £18,000 – £20,000 per annum

**Hours:** 40 p/w, Mon-Fri, 9am -6pm

**Term:** Permanent

To apply for this role, please forward your CV to [info@jmdsolutionsltd.com](mailto:info@jmdsolutionsltd.com) or call us on 01376 572676.

If your experience matches please forward your CV immediately.

We thank all applicants who respond, but only those short listed will be contacted.