

JOB VACANCY: FIELD SERVICE QUOTE ADMINISTRATOR

Cova Security Gates Ltd is a manufacturing company that specialises in the design, manufacture, and installation of security gates, barriers and bollards across the world. Founded in 1987 by two engineers, driven by their belief that they could offer a better solution to protect people and places.

We are looking for a highly motivated and detail-oriented service quotations co-ordinator to join our team. Working from Engineer's reports and technical specifications, the successful candidate will be key point of contact between our Field Engineers and the Service Team, being responsible for providing accurate, timely quotations and updates, ensuring that all quotes are in line with the company's pricing policies and procedures.

Key responsibilities:

- The primary responsibility of this function is collating quote information, providing updates, liaising with engineers.
- Provide quotes for any request from the client, account team, remedials and project work.
- Responsible for engaging and collecting information from all parties to pull the quote together.
- Effectively Log and track the quote, chasing up the Account Teams where required.
- Liaise with finance to ensure proforma and credit card payment /quoted work is invoiced at the correct time.
- Effectively work alongside the account administrators to track progress on quotes vs take up rate.
- Review and update quote where appropriate.
- Raise initial queries on suppliers for any missing quote information.
- Ensure all parts costs are up to date and updated accordingly.

Criteria for role

- A team player, able to work under own initiative and escalate, as necessary.
- Ability to organise and prioritise workload.
- Good communicator, at all levels, and has the ability to present their case competently and fluently – both verbally and in writing.
- Demonstrate ability to manage multiple issues.
- Technical Knowledge or Industry experience required.
- Estimating knowledge or experience desirable.
- IT literacy – Microsoft Office, Excel proficiency required.
- Confident using company CRM system.

Benefits of working with us:

- 5 weeks paid holiday (excluding public holidays)
- Death in service benefit
- Company Pension Contribution
- Free Secure On-Site Parking
- Hours: 9am - 17.30pm Monday to Friday

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