

## Technical Support Coordinator Perth

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Company: Workpac

Location: Perth

Category: other-general

**Job Highlights** \$100k pa plus superannuation Canning Vale location Full time role About the client Our client has been designing and assembling wiring harnesses for over 15 years. Built on a solid reputation the company is now a leading manufacturer of world-class products and solutions for customers globally, supporting industries including mining, OEMs, civil and construction along with emerging technologies . **What You Will Be Doing** Organise team weekly and daily schedules. Keep customers and internal staff well informed on progress of works. Co - ordinate collections and returns of works when required. Actively advise customers on works as required. Deliver regular progress updates on works to Directors and Management Team. Confirmation of stock for works and for general use within workshop. Assist new fleet manager and workshop supervisor with parts identification and confirmation for tasks Undertake other projects or activities as directed. Monitor and ensure scheduled maintenance of company fleet of vehicles is carried out and compliant Operate to company systems and processes. Accurately deliver reports and verify billing as required to accounts team for invoicing Operate and maintain the Schedule system at an optimum level. Verify third party supplier orders and build specifications, and resolve errors/discrepancies. Booking of Engineered Installation workshop and site support teams to jobs and Job Scheduling Management of assets in Engineered Installations technician inspection and safety system. Download and filling of inspection sheets in internal server Working Monday to Friday 8am to 5pm **What You Will Need** Mechanical or Electrical background a must At least 2 years experience using Schedule booking system or equivalent broadcast scheduling system. Great communication skills Excellent Microsoft Office suite skills. Must be able to pass a full PEM

About WorkPac WorkPac is Australia's leading, privately owned recruitment provider to the mining, construction, engineering, oil and gas and healthcare sectors. We are proud to partner with some of the country's leading companies to deliver rewarding career opportunities. Register or apply with us for ongoing access to a wide range of temporary and permanent jobs for all skill levels. Apply Now Click onto the apply button. For more information contact: Rebecca Wilson (08) 9591 0306 Rockingham Industrial Reference number 7019J202472109 At WorkPac, we recognise we are strengthened by diversity. We are committed to providing a work environment in which everyone is included, treated fairly and with respect. We are an Equal Opportunity employer and we encourage applications from women and Indigenous people. #J-18808-Ljbfrr

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