

Planning Coordinator (Wheelchair Accessible Vehicles)

Location: Peterborough

Salary: Competitive

Contract: Full time, Permanent, Office Based

Hours: Monday to Friday 9am to 5pm

Benefits: Profit Related Pay, Life Insurance Cover, Pension Scheme, 23 Days Holiday (plus statutory)

- Do you like a job where every day is different and rewarding?
- Do you like to see a job through from start to finish?
- Do you enjoy detailed planning and coordinating?
- Do you have a technical mind?
- Do you want to work as part of a small friendly, professional team?

The Company

We are a group of companies who are the leading installers of vehicle adaptations for people with disabilities or limited mobility. We operate in a niche and rewarding industry, making independent mobility accessible to all by adapting vehicles to suit each customer's individual needs.

We are a family-owned business on an exciting journey, with ambitious growth plans committed to providing a second to none service! We are proud to have a positive, welcoming and encouraging family culture across the business.

We have an exciting opportunity for a Planning Coordinator for our Wheelchair Accessible business, managing the end-to-end process, liaising with converters, customers and suppliers.

As our Planning Coordinator, you will report to the Service & Installation Manager and:

- Be the logistical customer liaison for our Wheelchair Accessible Vehicle (WAV) business
- Manage the end-to-end process of receiving an order from a converter, to delivery and ongoing customer support
- Coordinate and schedule the allocation of work between our 4 branches
- Prepare quotations, purchase orders, work instructions and make bookings
- Order parts in line with the programme
- Deal with customers in a friendly, helpful and timely manner
- Work to a daily and weekly schedule ensuring all stakeholders are updated
- Ensure all work is completed efficiently and logically

We are looking for an exceptional and reliable person who is:

- Meticulous and able to learn, follow and adhere to procedures to the letter
- Proven excellent planning and scheduling skills
- Organized and fastidious about accuracy, attention to detail, inputting quality and record keeping
- Self-motivated to take ownership of all tasks assigned
- Take full responsibility for the quality, efficiency and effectiveness of their work and who thinks outside the box
- Can juggle a number of tasks at one time, without detriment, and who can work under pressure
- Fast thinking, proactive, reactive and responsive to the requirements of the business
- Has excellent interpersonal and customer service skills, and a good telephone manner
- An excellent administrator, computer literate with excellent IT skills – Microsoft Dynamics would be advantageous
- Can work alone and as part of a team



We will provide an excellent induction and training program and on-going full support to enable you to be successful in the role.

We are looking for a cheerful, hard-working individual, willing to learn the procedures, appreciate the needs of the business and add value to our small office team. In exchange, this long-standing family business offers a competitive salary and benefits package and the ability to thrive, develop and have a flexible, fulfilling long term career.

If you feel you have the necessary skills and experience to be successful in this role click on "APPLY" today, forwarding an up to date copy of your CV for consideration in the first instance.

No agencies please.