

Installations Co-ordinator

Job Description & Person Specification



Employer: Specialised Canvas Services Ltd Division – JMS Flagpole Position Installations Co-ordinator Positions Available: 1	Employment Type: Permanent Pay Rate: TBC Grade: TBC Location: Chesterfield, Derbyshire Hours: 42 per week Terms Permanent
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About us

JMS specialises in all things flagpoles and often also get involved with banner support systems. Whether it is off the shelf or to a bespoke design you will be proud and confident when you hoist your flag from a JMS pole.

JMS has over the years built a wealth of flagpole based knowledge and experience. Our installation teams can take away all the hassle of erecting and maintaining your pole. JMS works with every kind of flagpole imaginable and no job is too big or too small we prioritise keeping your flagpole in good condition and safe for its location.

Our experience means we have a well-developed awareness of the impact location can have on flagpoles and a knowledge of the appropriate licenses (i.e. pavement) to keep everyone safe during installation and maintenance works.

JMS' expertise will guide you through each stage of the process from the enquiry to the final installation. Our aim, make what can be a tricky process as simple as possible for you

and to advise you the best and most appropriate solution for your location.

Details:

Overall Role:

Organise and co-ordinate multiple installation teams working nationwide as well as supporting factory work.

The scope of your work depends on each individual job but should be organised and methodically planned to ensure maximum efficiency on each job.

You are responsible for the site in Staveley, installation teams and subcontractors.

Target competence:

To organise installation & Chesterfield production factories. To be achieved in liaison with the Operations Manager, sub managers including Works Engineer.

Priority working:

The role is multi-faceted so organisation of your time is a prerequisite.

Generally

An Installations Controller is involved in the planning stage as well as the production stage.

Installation controlling includes own installation teams as well as subcontract workers (cherry pickers etc). In our business, this can vary from job to job / location to location. It must be your upmost priority to operate in safe working environment and organise the workforce efficiently.

Installations Controller will work closely with the Sales Team ensuring job details are correct and improve on daily working practices.

In a small firm you may have to make decisions yourself but there are plenty of people in our company to assist you.

Major Areas of Responsibility:

- Lead an established team covering both installation procedures and JMS production
- Plan workload and offer flexibility across companies
- Liaise with Sales on job details to ensure accuracy
- Liaise with Customers to agree dates for installations
- Produce RAM's, standard or site specific
- Organising road closures and pavement licenses as required
- Arrange plant equipment to meet the requirement of each job
- Order specialised products to meet the specification of each job
- Organise accommodation and plan workforce accordingly
- Load job specific data onto iPad
- Liaise with teams to check progress, and offer support and advice
- Site work to be carried out when required
- After completion of jobs enter details and scanning relevant documents to CRM software
- Identify future potential work opportunities
- Keep records of staff training and timesheets
- Advise HR on staff absents
- Co-ordinate all vehicle services and MOT bookings
- Organise company vehicles and allocation
- Working with the managers to implement the company's policies and goals
- Ensuring health & safety guidelines are followed
- Carry out tool box talks in line with ISO and MET standards.

Knowledge target and experience

- You will be a methodical planner
- You will have an evolving knowledge of the company products and services
- Ability to use initiative and common sense & be practical
- Flexibility, a willingness to 'get stuck in'
- Ability to communicate and work in a team environment
- Ability to understand your role and not get distracted in the work environment
- Ability to work in a co-operative fashion and recognise the requirements of colleagues and clients
- CSCS / PASMA / Safety Harness / Fork Lift training desirable – training can be given to the right candidate
- High awareness of Health & Safety principles
- Basic computer skills – Microsoft Office

Work Environment:

- Your desk will be based at our premises in Chesterfield, you will join our established teams who will be on hand to provide help and support as you start and learn the role. The role will require flexibility

of working hours, to ensure optimum use of the equipment there will periodically be early starts and late finishes and occasional weekend hours. This comes with the territory. Standard hours 42 per week. (Mon – Fri)

How to Apply

If you would like to be considered for this role, please send your CV together with a covering letter by email to jayne@bannerbox.co.uk.