



## Service Coordinator | Form1 Fire Sydney

- Service Coordinator role | Fire Industry | Artarmon location
- Full time | Permanent Position | Attractive Salary | Growing Industry
- Passionate about People | Serious about Safety | Happy to Help

At Form1 we are passionate about people and serious about safety. We are an established Fire, Electrical, HVAC and training organisation where company culture drives our business success.

### About the Opportunity

As the Service Coordinator for Form1, you will work in a close-knit team and report to the Branch Manager. Your typical day involves liaising with clients, technicians, suppliers and contractors and report to management to ensure a seamless, positive experience for our stakeholders.

Our customers are our primary focus, so a typical day for you will include:

- Scheduling jobs for technicians and contractors in a timely manner to ensure seamless delivery of projects and maintenance works
- Supporting the Supervisor in managing the entire job life-cycle from quoting through to ordering parts and equipment through to invoicing
- Providing professional, clear and concise communication to all stakeholders
- First point of call for technicians, project managers and customers alike.

### About You

This role requires a mature coordinator with at least 3 years' experience in the above duties as well as knowledge of SimPRO and the Microsoft Office Suite. A positive attitude and the desire to learn will see you thrive in this role.

Your willingness to contribute and challenge yourself will drive you to implement company procedures, checklists and processes to help the business grow.

If you are someone who cares about others, has a strong client service focus, takes pride and ownership in your work, has excellent attention to detail and wants to be part of a culture that cares about team, development and well-being, this could be your next opportunity.

If you're as passionate about people and serious about safety as we are, email your resume and cover letter to [hr@form1.com.au](mailto:hr@form1.com.au)