



Service Support Coordinator | Form1 FIRE Artarmon

About Form1:

The Form1 Group of businesses consists of Form1 Fire, Form1 Air, PRM, and GLS. Our businesses provide fire safety services, air conditioning solutions, training and consulting, and electrical technology to suit our customer needs. At Form1 our intention has always stayed the same – we are passionate about people and serious about safety.

About the role:

Based in our Artarmon office, you will work in a close-knit team within the service department, reporting direct to the Service Manager. Your typical day involves liaising with clients, technicians, suppliers, and contractors to ensure a seamless, positive experience for our stakeholders.

About the duties:

- Answering incoming phone calls to the Sydney office
- Data entry & preparing documentation
- Liaising with clients, technicians and subcontractors
- Supporting Service Team members as required
- General office administration duties

Skills & Experience needed:

This role requires someone who is looking for an opportunity to work in a busy administrative support role within a service department, someone who wants to develop their skills and knowledge and grow with the Form1 Group.

- Confident communicator with internal & external stakeholders
- A reliable individual with a "can-do" positive attitude
- An ability to multi-task and focus in a busy, fast paced environment
- Clear & concise writing skills
- Proficient typist and competent using Microsoft Office
- Previous administration experience in a service team highly regarded

Benefits:

- A highly supportive culture
- Ongoing training opportunities and career advancement
- Weekly pay
- Office location close to public transport or alternatively free onsite parking
- A variety of other attractive benefits that will be discussed at the interview