

# FIRECHECK

CONTRACTS **FIRE PROTECTION SOLUTIONS**

FIRECHECK CONTRACTS LTD  
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**Firecheck Contracts Ltd** is one of the industry's fastest growing most successful Gas Suppression companies, based in Slough, Berks. We are delighted to announce the vacancy for a **Service & System Support Administrator** to support Firecheck Teams complementing our existing structure. This is an opportunity for the right candidate to join an established and successful team within the fire, suppression and security system Industry.

This role would ideally suit candidates with office experience, with a background in Service/Support and Administration.

Duties will include, but not limited to:

- Provide comprehensive, efficient administrative support to the Firecheck Teams.
- Priority assistance to the service manager as and when required.
- Generate quotations for Service & Contracts team
- Integrate yourself with new & existing Firecheck customers making sure all customers are aware of all services Firecheck offer.
- Help maintain client database & record of all sales opportunities for follow-up.
- Help maintain office systems to ensure efficient collation, storage and retrieval of information.
- Undertake general administration duties relevant to your position including data entry, answering telephone and managing email.
- Completion of sub-contract questionnaires
- Assist Directors with accreditation re-newels.
- Liaise daily with Team members and support all aspects of Admin and attend Service/Sales meetings, when required.
- Adhere to the Firecheck 'Customer Service Commitment' providing excellent communication and correspondence on behalf of the company to its clients.
- Adopt a flexible approach to your role to ensure that tasks are completed in a timely fashion.
- Identify and prioritise client emergency situations.
- Ensure completed jobs are submitted, promptly for invoicing.
- Receive, acknowledge and assist to resolve customer queries.

#### Skills Requirements:

- Articulate, with excellent attention to detail.
- Good understanding of PC software (Excel/Word/Outlook).
- Good written, oral and numerical skills. Excellent telephone manner.
- Excellent attitude towards career development.
- Excellent organisational skills.
- Ability to work as a team member, but on own when required.
- Ability and desire to learn the legal and regulatory compliance for the Fire Industry.

#### Package

COMPANY NO 4238699. Registered for vat in the UK 782 0340 46 **F-GAS CERTIFIED F-0239-GB.**

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Salary to be discussed and agreed dependent upon experience and measurable, demonstrable level of competence.

Access to all company benefits

**Interested?**

**Please send your CV Lisa Ayres – [lisa@firecheckltd.co.uk](mailto:lisa@firecheckltd.co.uk)**

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