**Planning Administrator – Golborne, Warrington**

We have an exciting opportunity to join our Planning team where you will responsible for scheduling the work for a nominated group of engineers within an allocated area. You’d be providing support and ensuring that your area is serviced in the most efficient, professional way utilising the engineer’s expertise in planning their work activity.

**A day in the life of a Planning Administrator at phs will involve;**

* Ensuring that all work schedules are planned and completed in accordance with contractual agreed SLAs and team KPI requirements.
* Organising the workload for allocated engineers to ensure that all works are planned to achieve profitability and client satisfaction always.
* Ensuring that your allocated order book is managed in accordance with department KPI's
* Assisting engineers to ensure workloads are completed on time
* Ensuring all business systems are kept fully updated always
* Completing all paperwork / electronic information accurately
* Excellent customer liaison and customer relations management skills
* Working closely with the customer retention Department

**The ideal candidate for a Planner Administrator at phs will have:**

* Experience of working within a planning and customer service-oriented environment with the ability to deal with customers in a professional and calm manner.
* Ability to organise and priorities own workload to ensure KPIs and targets are achieved.
* Excellent communication and people skills
* Good knowledge and understanding of Microsoft Packages

**In return for your commitment and expertise, you will get:**

* A salary of £27,100.00 PA
* Ongoing career development opportunities
* Discounts with retailers including o2 and F&B.
* A 24 hour wellbeing helpline
* pension
* 31 day holiday allowance (inclusive of Bank Holidays)

**About phs:**

**Phs Group** was founded in 1963 and we are the leading provider for Hygiene Services in the UK, Spain and Ireland with over 90,000 customers across 300,000 locations incorporating numerous businesses during its 57 years of business. Our businesses include: Washrooms, Healthcare, Floorcare, Phs Direct and Direct 365 (sale of consumables), Phs Greenleaf, Teacrate, Besafe, Wastekit and Compliance.

**Phs compliance**focuses on helping more than 2,000 UK business customers test, install and manage their property infrastructure assets. PHS Compliance self-delivers electrical test and inspection, M&E installation & maintenance & asset verification with over 400 engineers based nationwide. Our technical and quality management standards are second to none, we are one of a few UK Companies accredited to UKAS 17020 inspection body standards for fixed wire and portable appliance testing.

*At phs, we pride ourselves on our diverse workforce, and ensuring we have an inclusive environment for all our staff. We remain committed to ensuring our teams can bring their true selves to work without risk or fear of discrimination.*