



Dean & Wood Ltd
Vacancy

Warranty Co-ordinator & Administrator

Leatherhead, Surrey

We are a renowned and expanding organisation and UK market leader in refrigeration and air conditioning wholesale. Our Group of companies has 46 branches throughout the UK and Ireland.

Due to ongoing development, we are recruiting for a Warranty Co-ordinator & Administrator at our branch in Leatherhead, Surrey.

As Warranty Co-ordinator & Administrator you will be responsible for ensuring branches receive a prompt and efficient response to warranty / supplier issues, including various reporting and technical related functions.

Your main duties / responsibilities will include:

- Continuous development of company warranty process
- Prepare monthly report for Technical Director
- Produce reports and analysis as required
- Analyse product warranty trends
- Respond to branches and suppliers in a prompt and efficient manner and to the satisfaction of all parties
- Co-ordinate technical department training
- General administration duties
- Other ad hoc duties as requested

The ideal candidate will have the following skills and attributes:

- Ability to communicate at all levels
- Good knowledge of administration and clerical procedures
- IT skills, specifically Outlook, Excel and Word, are essential
- Good customer service skills

This is an excellent opportunity for someone looking to embark on a successful career with a truly market-leading business.

Please apply by e-mail attaching your current CV and salary expectations to:

recruitment@beijerref.co.uk

Tel. 01372 389221



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& air-conditioning

www.dean-wood.co.uk

