

Scheduling Coordinator

Hours of Work: Monday to Friday – 8am to 5pm

Location: Donington, PE11 4TA

Salary: £28,000

Main Job Purpose:

To coordinate and support the efficient delivery of service, maintenance, and installation operations across security and fire systems, ensuring all works are completed within agreed timescales, and company standards. The role is responsible for planning engineer schedules, coordinating quoted works, maintaining effective communication with customers and engineers, and supporting the successful delivery of both routine maintenance and larger installation projects. The position plays a key role in ensuring high levels of customer service, operational efficiency, compliance, and communication throughout all stages of service and project delivery.

Essential Requirements:

- Ability to problem solve and make decisions effectively while maintaining high levels of customer service.
- Experience coordinating subcontractors, site activities, and installation programmes would be beneficial.
- Flexible and proactive approach to supporting operational and business requirements.
- Experience in scheduling engineers, coordinating maintenance visits, and managing installation projects.
- Ability to work effectively under pressure and meet strict deadlines in a fast-paced environment.

Desirable Requirements:

- Experience coordinating subcontractors, site activities, and installation programmes would be beneficial. Previous experience within the fire and security industry, including Intruder, Fire Alarm, CCTV, and Access Control systems.
 - Strong organisational skills with the ability to manage multiple tasks and priorities simultaneously.
 - Good geographical knowledge and experience planning engineer routes efficiently to minimise travel time and costs.
 - Experience using CRM systems, scheduling software, and Microsoft Office applications including Outlook, Excel, and Word.
 - Knowledge or experience using systems such as Winsims would be advantageous.
 - Strong attention to detail with the ability to maintain accurate records, reports, and project documentation.
 - Ability to work independently as well as collaboratively within a team environment.
- Professional and confident telephone manner with excellent interpersonal skills

If you would like to apply for any of these roles, please send a CV and covering letter to hr@gbstp.com or call 01775 821921



For Complete Security

About GBSG

At GBSG we offer a range of services to ensure that our customers feel safe and secure, whether at home or in the workplace. Our extensive range includes intruder alarms, fire alarms, CCTV systems, access control, guarding services and keyholding. With over 40 years' experience, we are proud to have built our reputation on providing security solutions that offer real long-term value, are reliable and easy to use. Whether you're a homeowner or a national business we will provide security solutions that are tailored to your individual needs. It's this approach, plus provision of a 24-hour emergency security engineer call-out service, that sets us apart from the crowd. We also provide monitoring services through our NSI Gold standard monitoring station, which is manned 24 hours a day, 365 days a year.

Benefits:

- Company pension
- Free parking
- Referral programme
- Metlife Benefits including 24/7 online services
- Professional Development
- Wellbeing support
- MHFA England Mental Health First Aiders
- Perks at Work – Discount Scheme

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