

Position Description

Electrician

PURPOSE

The incumbent will provide high level support and backup to the Service Manager.

They will be required to coordinate, liaise and complete tasks following instructions provided by the Service Manager. At all times they must maintain high standards of customer service ensuring that their attitude is professional.

They will form part of a highly motivated team committed to a high level of service that contributes to the overall effectiveness and efficiency of the business.

PRINCIPAL ACCOUNTABILITIES

- Complete service work in timely manner
- Various Cabling Installations
- Return appropriate paperwork (completed correctly & legible)
- Try to spot opportunities for upselling products and services
- Liaise with customers
- Hand in timesheets on time & any other paperwork
- Contact the Supervisor of any variations so that these can be priced and signed off
- Provide a separate blue sheet for variations
- Collection of monies for COD jobs
- To follow the plans as given by the Supervisor, if the client changes these the Supervisor must be contacted
- Use safe working practices at all times
- Check and test all works and have complete sign off from the customer with the customer complete details on the blue sheet
- Maintain correct stock levels
- Tidy and clean all work areas
- Be polite to the customers
- Advise the Supervisor if the job is to run over time as soon as possible
- Inform the Supervisor of start and finish time for all jobs

Melbourne

114-118 Miller Street
West Melbourne VIC 3003 Australia
Telephone. +613 9320 6000
Facsimile. +613 9320 6001
infovic@sholl.com.au

Sydney

Unit E14, 2A Victoria Avenue
Castle Hill NSW 2154 Australia
Telephone. +612 9846 2600
Facsimile. +612 9846 2626
infonsw@sholl.com.au

Brisbane

L3B, 172 Robertson Street
Fortitude Valley QLD 4006 Australia
Telephone. +617 3620 7888
Facsimile. +617 3216 1388
infoqld@sholl.com.au

Leading the Way!

Sholl Communications (Aust) Pty Ltd
Telephone. 1300 88 88 27
www.sholl.com.au
abn 56 952 339 875

QUALIFICATIONS AND EXPERIENCE

- Excellent interpersonal, communication and negotiation skills.
- Excellent organisation and coordination ability with proven ability that allow the incumbent to achieve results through others.
- Demonstrable commitment to customer service that enables the confidence in dealing with various personalities in varying situations.
- Problem solving and demonstrable ability to follow through on instructions to achieve a satisfactory result.
- Resilience to work under pressure and adapt to change.
- A current Victorian Drivers Licence.

Melbourne

114-118 Miller Street
West Melbourne VIC 3003 Australia
Telephone. +613 9320 6000
Facsimile. +613 9320 6001
infovic@sholl.com.au

Sydney

Unit E14, 2A Victoria Avenue
Castle Hill NSW 2154 Australia
Telephone. +612 9846 2600
Facsimile. +612 9846 2626
infonsw@sholl.com.au

Brisbane

L3B, 172 Robertson Street
Fortitude Valley QLD 4006 Australia
Telephone. +617 3620 7888
Facsimile. +617 3216 1388
infoqld@sholl.com.au

Leading the Way!

Sholl Communications (Aust) Pty Ltd
Telephone. 1300 88 88 27
www.sholl.com.au
abn 56 952 339 875