



We're hiring.....Installation Co-ordinator

Graphic Display Production for World Renowned Brands

Due to the continued growth and development of the business, Leach are looking for a suitable candidate to fulfil the Installation Administrator role at its modern production facility and HQ in Huddersfield, West Yorkshire.

The Company

For over 127 years Leach has been a leader in the world of high-impact, large-format graphic displays and has transformed brand and visitor environments across the globe. At the heart of our organisation is our people and their creativity, innovation and passion. As such we are constantly looking to invest in our people, machinery and technology to deliver annual growth targets and maintain our position as the UK's most comprehensive provider of innovative graphic production and displays.

The Job Roles

Leach are looking for an enthusiastic candidate who has a positive and 'can-do' attitude to work within the installation team. As a company that takes care of all aspects of production to installation, we need a keen individual who can help co-ordinate internal and external Installation resource to complete installs in a timely fashion, to our high-quality standards while maintaining our high customer service reputation. The role will not be responsible for the method of how the tasks should be completed but execute the Installation Managers instructions and organise the correct skills to the correct job as needed. Other ancillary tasks such as organising accommodation, transport, permits to work, general hire of equipment, organising deliveries, prioritising tasks in general and organise and manage invoicing.

Key tasks:

- Owning the installation schedule and co-ordinating the resource and tasks as requested via the installation managers.
- Communicate with the internal and external installation team regarding installation tasks and requirements.



- Work with the account management team to ensure that all installation tasks are clearly planned and communicated.
- Organise the rental and hire of equipment, logistics of graphics, organise permits to work and similar access points.

Key Skills:

Essential

- Ability to clearly communicate over the phone with clients and installers
- Good experience with Microsoft Excel, Outlook and Word.
- Ability to execute clear tasks quickly and efficiently.
- Consolidate invoices and orders

Desirable

- Full UK driving licence
- Experience of installation, graphics or communicating with sub-contractors.
- Ability to flex working hours.
- Experience with work activities out of normal hours.

Hours of Work

Negotiable but preferable hours would be: 9.30am to 6pm (with an hour for lunch) – Monday to Friday.

Salary

Dependant on experience

How to Apply

Please visit our company website www.weareleach.com to look at the type of work we carry out before applying for this position. As highlighted above there are various roles and positions available, if you possess any of skills and experience and have a positive, “can-do” attitude, then please forward your CV and cover letter to:

russell.wilson@weareleach.com