



SERVICE ADMINISTRATOR

Vacancy: Service Administrator

Location: Maidstone

About Us:

Glenfield Invicta provide end-to-end project solutions, from initial survey and design to commissioning and long-term asset management. They are part of the AVK Group, a global leader in high-quality valves and hydrants for water, wastewater, gas, and fire protection. As part of our rapid growth, we are recruiting for a Service Administrator to join our Maidstone office.

About the Role:

As a Service Administrator, you'll play a key role in supporting the financial and operational management of our projects. You'll be responsible for tracking costs, maintaining accurate records, and ensuring smooth communication between internal teams and external stakeholders.

Key responsibilities include, but are not limited to:

- Monitor and calculate running project costs to ensure financial accuracy.
- Process costs through our ERP system (Business Central) using LNS codes.
- Maintain detailed tracker sheets and internal reporting documents.
- Review contracts and track milestones and deadlines.
- Coordinate engineer time tracking and expense allocation.
- Raise purchase orders, issue invoices, and manage Applications for Payment.
- Collaborate with accounts, service admin, and project teams.
- Provide timely updates to customers on project progress and payments.
- Ensure compliance with company procedures, health & safety, and HR policies.

About You:

You are a highly capable professional with proven experience in a similar administrative or project support role, demonstrating strong financial awareness and a high level of attention to detail. You are confident in using ERP systems alongside Microsoft Office tools and bring excellent communication and organisational skills to your work. You are a collaborative team player who can also work independently, effectively manage priorities, and meet deadlines.

What We Offer:

- An important role within a successful and growing business, with clear prospects for career progression
- A culture of promoting personal development, with ample opportunity for training and earning qualifications
- Incentive scheme
- Employee Assistance Programme (Welfare and Wellbeing)
- 33 days holiday (including statutory Public Holidays)
- Life Assurance plan (x3)
- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, Days Out, Technology, Home, and Travel)

WORKING HOURS:

- 37.5 hours per week

We know that our people make the difference in the AVK Group, and we are looking for skilled, passionate, and driven professionals to work with our inspirational leaders; to promote our culture, enable change and champion a lean environment.

APPLY NOW - Please send your up-to-date CV to careers@avkuk.co.uk

