



SERVICE ADMINISTRATOR (Maidstone)

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 in our Maidstone office.

About the Role:

This is a great opportunity for someone looking to develop their career in administration and customer service within a dynamic and supportive team. As a Site Services Administrator, you'll play a vital role in ensuring smooth operations by supporting Project Managers, managing key administrative tasks, and helping deliver an excellent service to customers and suppliers alike. You'll gain experience across a range of responsibilities, from purchase orders and invoicing to reporting and compliance, all while working in a collaborative environment where accuracy and efficiency are valued.

Key responsibilities include, but are not limited to:

- Raise purchase orders, process invoices, and ensure accurate cost recording for project analysis.
- Communicate effectively with stakeholders to keep projects running efficiently and in line with company service standards.
- Support Project Managers with equipment procurement, order processing, and maintaining key project documentation.
- Contribute to month-end processes, produce reports, and assist with maintaining spreadsheets for turnover and framework contracts.
- Ensure all company policies, HR procedures, and health and safety regulations are consistently adhered to.
- Carry out general administrative duties, monitor cost capturing, and raise non-conformance reports where necessary to drive efficiency and accuracy.

About You:

You are an organised and proactive administrator who thrives in a fast-paced environment. With strong attention to detail and a commitment to accuracy, you're confident managing multiple priorities while maintaining a focus on excellent service. You're reliable, approachable, and a clear communicator, able to work both independently and as part of a team. An understanding of financial processes, project administration, and compliance requirements is an advantage, but above all you bring enthusiasm, adaptability, and a willingness to contribute to continuous improvement.

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

What We Offer:

- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, - Days Out, Technology, Home, and Travel)
- Employee Assistance Programme (Welfare and Wellbeing)
- 33 days holiday (including statutory Public Holidays)
- Life Assurance plan (x3)

WORKING HOURS:

- 38 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

