

# Installation Co-ordinator



## Job Description:

### Installation Co-ordinator (Office Based) FULL TIME

Simply Moving & Sleeping, Rosebery Street, Elland, HX5 0HT

### Duties Include:

- Answering inbound enquiries via phone and email
- Outbound calls to clients & job bookings
- Liaising with health professionals
- Working closely with our three Assessors
- Diary and job management for team of eight Installation Engineers
- Ordering parts & stock
- Invoicing

**Working Hours:** Monday-Friday 9am-5pm 40 Hours Per Week.

**Salary :** £25k – 30k dependent on experience.

### About The Company:

We are a company who supply and maintain patient hoists and medical supplies to the NHS, Local Authorities and Schools throughout the North of England. We are an extremely forward-thinking team of people who genuinely care about our customers and colleagues. Our Team is growing and expanding and this is an excellent opportunity to join our Office Team in a varied and fast-paced role.

### Skills Required:

- Be able to demonstrate excellent literacy and numeracy skills.
- Computer literate with prior knowledge of excel and database management.
- Excellent telephone manner with good communication skills.
- Attention to detail.
- Adaptable / flexible.
- Friendly and approachable.
- Passionate about delivering excellent customer service.
- Punctual, organised & able to multitask.
- Ability to work in a busy office and respond quickly to customer demands.

Full training will be provided but prior experience of working within healthcare would be beneficial.

Please send CV's with references FAO: **Sarah Hirst** – Installations Manager:

sarah@simplymovingandsleeping.co.uk by **Monday 2nd March 2026**.

Any questions please call Sarah Hirst (Tues – Fri) : 01422 581234

[www.simplymovingandsleeping.co.uk](http://www.simplymovingandsleeping.co.uk)



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