



## Job Specification

<b>JOB TITLE:</b>	Service Contracts Manager
<b>DIVISION:</b>	Service Department
<b>LOCATION:</b>	Rochester, Kent
<b>REPORTABLE TO:</b>	Service Director
<b>HOURS:</b>	40 hours, Monday to Friday

We're seeking a technical **Service Contracts Manager** to join our growing service department. This role is ideal for a customer-focused, achievement-driven individual with strong technical knowledge of the power generation industry and a proven history of client support. It's also a great fit for an experienced Generator Engineer looking to transition into an office-based role, where they can apply their technical expertise in service management. Enthusiasm, customer orientation, and a drive for excellence are key!

### The role:

You will be allocated a portfolio of clients and be responsible for managing day-to-day contact.

### Responsibilities:

- To support clients technically, providing them with quotations, risk assessments and method statements and managing all associated jobs.
- Attend client sites to undertake site surveys/client meetings as and when required.
- To have overall responsibility for the performance of the contract and supervision of engineers, operatives and sub-contractors.
- To ensure that subcontractors perform in line with expectations.
- To ensure that any client requests are promptly resolved and dealt with.
- To comply with the Company's Health & Safety policy.

### Required Education, Skills and Qualifications

- Minimum of 1 year of experience in a similar role, or hands-on Generator Engineering experience within the industry, is essential.
- Experience within the generator industry.
- Proficient in MS Word and Excel.
- Must be a self-starter with the initiative and drive to get results quickly.
- Enthusiastic, positive and able to lead and motivate a team.
- Have strong communication skills both written & verbal.

**Remuneration:** Salary is negotiable based on experience.

Please submit your CV and a cover letter to Sharon Allen, HR Director [HR@tgc.uk.com](mailto:HR@tgc.uk.com)