



**EcoSmartElectricians**

Connecting you to a more sustainable future



## PSE Communication & Electrical

®

### Position Description

Position Title: Manager / Supervisor Darwin Branch

Position Code: DA1906

Site: Darwin NT

Full Time: 38 hours per week

Probation Period: 3 months

#### Position Summary

This position has been created in our Darwin Branch to expand opportunities and coordinate business activities.

The role includes management of projects, technical support, client liaison, employee and or contractor supervision and customer base expansion.

#### Responsibilities

Coordinate daily labour and schedule work in progress.

- Daily labour scheduling and allocation.
- Distribute and coordinate timesheets and job cards to employees and sub contractors.
- Liaise with customers regarding job installations and scheduled installation times.
- Supervise works in progress, with hands on assistance as required.

Prepare quotations and installation budgets.

- Locate quotation opportunities and prepare quotes as required.
- Track and manage works in progress against quote budgets.

Purchase material and maintain stock levels.

- Order and coordinate material required for work in progress.
- Maintain and track material in stock.

Build Client networks and establish customer relationships.

- Liaise with and expand existing networks.
- Introduce and maintain new customers to the business.
- Provide Customer service to PSE and customer requirements.
- Provide competent and professional representation of PSE.

Qualifications & Experience

Essential

- A Grade Licensed – NT
- Commercial / Industrial electrical experience.
- Communication & Data experienced.
- OH&S knowledge.
- Current Drivers Licence.

Key Selection Criteria

- Proven client networks
- Commitment to high standards of installation quality and customer service.
- Ability to communicate clearly, both written and verbal.
- Computer literacy.
- Ability and willingness to travel for work purposes.
- Interest in renewable energy.