



ASTECH AIR CONDITIONING LIMITED



#JOB-2473355



ASTECH AIR CONDITIONING, 619 Hbr Pt
Bus Pk, Little Island, Co. Cork, T45 AX09



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



05/10/2026



02/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : careers@astechairconditioning.ie



Open your camera
app & point here
to view this ad
online



Junior Service Co-Ordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Key Responsibilities

Service Coordination & Prioritisation

Schedule and coordinate planned preventative maintenance (PPM) visits, liaising with customers and engineers to arrange suitable attendance dates.

Receive, log and prioritise reactive breakdown call-outs in accordance with established service priorities and urgency.

Monitor open jobs and flag outstanding actions to the Senior Service Coordinator / Assistant General Manager as required.

Engineer Scheduling & Allocation

Allocate engineers based on location, availability, site familiarity, relevant experience and urgency of the work.

Coordinate changes to engineer schedules in consultation with the Senior Service Coordinator / Assistant General Manager where urgent breakdowns or changing customer requirements arise.

Service Job Management

Raise job sheets and purchase orders in accordance with company procedures, and prepare draft quotations using information provided by the Senior Service Coordinator / Assistant General Manager.

Maintain accurate service management system records, including job notes, attendance details and completion information.

Carry out an initial review of completed service reports to identify whether further action may be required, and log or flag follow-up requirements to the Senior Service Coordinator / Assistant General Manager.

Customer & Engineer Communication

Liaise with customers regarding access arrangements, attendance times, job progress and service

updates.

Communicate with engineers regarding job details, attendance arrangements and scheduling requirements.

Parts & Service Support

Order parts and track deliveries required for repair works.

Reporting & Administration

Support the Senior Service Coordinator / Assistant General Manager with service reporting, compliance records and departmental documentation.

Key Skills & Experience

Strong organisational and multitasking ability, with the ability to manage and prioritise multiple service requirements.

Excellent telephone manner and customer service skills.

High attention to detail and accurate record keeping.

Proficient in Microsoft Office (Outlook, Excel and Word) and comfortable using computerised service management systems.

Ability to work in a fast-paced environment and manage changing priorities.

Previous administrative, scheduling, service coordination or customer service experience is desirable.

Experience within HVAC, building services or engineering/service environments is advantageous but not essential.

Ability to communicate effectively with customers, engineers and colleagues.

Personal Attributes

Calm under pressure, particularly when handling urgent breakdowns and changing service requirements.

Practical problem-solver with a proactive approach.

Positive, reliable and team-oriented.

Well organised and able to manage competing priorities.

Eager to develop knowledge of air conditioning systems and service processes.

- **Sector:** administrative and support service activities

Career Level

- Entry Level