

Operations Coordinator

Location: Thornbury, Bristol (Office Based)

Salary: £27,500–£29,000 DOE + Profit Related Bonus + Pension

Job Type: Full Time | Permanent

Do you enjoy organising people, solving problems and keeping everything running smoothly?

We're looking for an Operations Coordinator to join the team at the hub of our business coordinating our field technicians, supporting customers and ensuring work is delivered safely and efficiently.

If you enjoy variety, working at pace and making a real difference every day, we'd love to hear from you.

Why join Dantek?

At Dantek, we believe people do their best work when they're trusted, supported and encouraged to contribute ideas. Dantek has been helping organisations manage water hygiene and Legionella compliance for over 25 years. We're proud of our reputation for outstanding customer service, technical expertise and investing in our team.

When you join us you'll enjoy:

- Competitive salary of £27,500–£29,000 DOE
- Profit-related bonus scheme
- Company pension
- 28 days holiday including Bank Holidays, increasing with length of service
- Modern offices in Thornbury with free onsite parking
- Full industry training – no previous water hygiene experience required
- Genuine opportunities to progress your career
- A friendly and supportive team who enjoy working together
- A company where your ideas are listened to and continuous improvement is encouraged

The Role

Working closely with customers, technicians and the sales team, you'll coordinate daily operations, manage changing priorities and ensure excellent customer service.

What you'll be doing

- Planning an efficient schedule of work for field-based technicians
- Matching workloads with technician availability and skills
- Ensuring all technicians achieve target day rate for work

Dantek Environmental Services provide water and air hygiene services, specialising in Legionella control.

Dantek Environmental Services (UK) LTD,
Unit B3, Ashville Park, Short Way, Thornbury BS35 3UU
Telephone: 01454 417 920 Fax: 01454 412 840 www.dantek.co.uk



- Supporting technicians throughout the day to resolve operational issues
- Processing customer orders
- Preparing work for invoicing
- Booking hotels, travel and accommodation
- Maintaining accurate customer and operational records

About You

You'll have experience in an Operations, Service or Scheduling role and enjoy working in a fast-paced environment.

You'll also have:

- Excellent organisation and time management
- Strong communication skills
- Good IT skills (Microsoft Office)
- Great attention to detail
- A positive, solution-focused attitude

Experience within maintenance, logistics, engineering or facilities management would be an advantage, although full industry training will be provided.

Ready to Apply?

If you're looking for a role where you'll be trusted, challenged and valued, we'd love to hear from you.