

Job title	Fire & Security Apprentice
Reports to	M&E Install Director

Job purpose

To assist the contracts manager and assistant technical manager with all design requirements.

Duties and responsibilities

Designing, installing and maintaining electronic systems to protect businesses, homes and properties against fires, break-ins and other emergencies.

Qualifications and Experience

Essential

- Excellent customer service skills and organisation skills
- Good communication skills
- Have the ability to manage and prioritise a large workload

Desirable

- Previous experience in a customer facing and / or administrative role
- Possess strong IT skills; in particular, with Outlook, Microsoft Word, Excel

Personal Attributes

- Accountable
- Diligent and Organised
- Punctual
- Team Player
- Technologically competent
- Problem Solver