

Installation Coordinator - Blantyre

Company Overview

Record UK, part of the globally renowned ASSA ABLOY Group, is a leading UK specialist in automatic pedestrian door systems, benefiting from the scale, stability and international reputation of a Fortune Global 500 company operating in over 40 countries. We design, manufacture, supply, install and service an extensive range of automated door systems and aluminium shopfronts for clients across sectors including retail, transport, healthcare, commercial buildings and the public sector, helping millions of people move safely and efficiently through buildings every day.

Due to continued growth and increasing demand for our services, we are now seeking a suitable candidate to join our busy Install Planning team, based at our Head Office in Blantyre.

Joining Record UK means becoming part of a business that is:

Growing and Future-Focused: We are continuously investing in innovation, digitalisation, sustainability, and the development of our people—ensuring that those who join us are part of a company shaping the future of entrance solutions.

Industry-Leading: Our engineering excellence, product reliability and nationwide service capability have made us one of the most trusted names in the automatic door industry. You'll be working with market-leading technologies and solutions that set the benchmark across the sector.

Global Strength, Local Impact: While we operate at an international scale, we maintain a strong UK identity with teams across the country delivering outstanding service to local clients. This combination of global stability and local agility creates a unique and rewarding working environment.

A Place to Build a Career: Whether you're an experienced professional or growing your career, Record UK offers clear pathways for development, training, and progression. Our supportive culture values collaboration, innovation and customer excellence - empowering you to make a real impact.

Job Description

Working closely with the automatic door installers and project management team, you will support the effective coordination of installations, ensuring works are completed efficiently while maximising customer satisfaction.

Key Responsibilities:

- Schedule labour for installations, both planned and short notice where required.

- Support planning activities by allocating and coordinating the workload of automatic door installers.
- Manage requirements relating to installation activities including equipment hire, site access, and duration of works.
- Maintain and update business systems to ensure accurate and “live” information, including upkeep of the installation planning board and updating project stages throughout the lifecycle.
- Maintain customer client portals, ensuring all information is accurate and up to date.
- Ensure adherence to internal procedures, including issuing site checklists, generating service requests, debriefing installers, managing installation and commissioning documentation, and bills of materials.
- Raise purchase orders relating to subcontractor invoices, hire equipment, and site security requirements.
- Act as a key point of contact for customers regarding planned works and outstanding actions.
- Ensure customers have met all necessary requirements to enable installations to be completed successfully.

What Are We Looking For?

- Strong organisational and planning skills.
- Excellent communication and interpersonal skills.
- Ability to prioritise workload and make effective decisions in a fast-paced environment.
- Good problem-solving capability.
- Ability to work with urgency and manage competing demands.
- Strong relationship-building skills with internal teams, subcontractors, and customers.
- Good IT skills including Microsoft Word and Excel (intermediate level) and email systems.
- Self-motivated with the ability to work well under pressure.

What Will Set You Apart?

- Previous experience in scheduling, coordination, or planning within a field service, construction, or engineering environment.
- Experience working with live planning systems or project lifecycle tracking tools.
- Confidence managing customer expectations and handling queries.
- Proactive approach to problem solving and continuous improvement.
- Ability to remain calm and solutions-focused in challenging or time-sensitive situations.
- Experience working collaboratively across operational and project teams.

Benefits of working at Record UK

As part of Record UK, you'll enjoy a rewarding career with benefits designed to support your well-being and professional growth.

These include:

- 33 days of annual leave (incl. Bank Holidays)
- Life assurance scheme
- Enhanced sick pay
- Annual salary review scheme
- Efficiency bonus scheme
- Free fruit and hot drinks provided in the office
- Christmas shut down period with an ex-gratia half day on Christmas Eve
- Access to an online employee benefits portal
- Access to an extensive online training portal
- Access to an Employee Assistance Program

Equal Opportunities Statement

Record UK is an Equal Opportunity Employer. We are committed to equality of opportunity and to following practices which are free from unfair and unlawful discrimination. All qualified applicants will be considered for employment without regard to age, disability, ethnic origin, race, sex, gender identity and expression, sexual orientation, religion or belief and family or parental status. We are committed to fostering an inclusive workplace that celebrates diversity and promotes equity.

How to Apply?

If you think you would be a good fit for our team, then please email your CV to recruitment@recorduk.co.uk by Monday 30th March 2026.