

PARTS JUNIOR

The position is for an organised Parts Junior who will be reporting to the Parts Supervisor, the holder will receive additional training to ensure that a consistent and fully operational parts service is maintained. They will also ensure efficient communication is maintained with dayshift parts, service departments and customers. This position is accountable to Mr Matthew Mawer, Depot Manager on a day to day basis.

Location Sutton

Monday – Friday 40 hours

8.00am – 17.00pm (inclusive of 60 mins unpaid break) plus alternate Saturdays

Your tasks

- ✓ Interpret customer needs and supply goods as requested by thorough knowledge of parts catalogue.
- ✓ Order parts in line with operational needs.
- ✓ Check incoming stock against delivery notes and store stock in correct location, updating computer with goods received in an accurate manner.
- ✓ Assist with delivery and collection of parts as required.
- ✓ Ensure that all outgoing stock, ICT's and returns are checked, packaged and documented correctly.
- ✓ Ensure adequate stock control is maintained and assist with regular stock take.
- ✓ Deal with customer needs face to face and over the phone.
- ✓ Ensure that usual trading terms e.g. discount levels are adhered to at all times.
- ✓ Accurate booking of workshop parts.
- ✓ Pre picking of parts to aid efficiency.
- ✓ Invoice all parts supply in a timely manner.
- ✓ Ensure that order numbers are obtained where needed.
- ✓ Input/extract information from the computer systems.
- ✓ The above list is not exhaustive

Your experience/ skills

- ✓ Proven organisational skills
- ✓ Excellent customer service skills, including the ability build positive relationships with the customer and to interpret customer needs
- ✓ Proven administrative skills
- ✓ The ability to work as a team player in a busy department
- ✓ Computer literate
- ✓ Able to demonstrate accuracy and attention to detail
- ✓ Flexible approach to working hours
- ✓ Ability to work on own initiative under pressure
- ✓ Knowledge of the automotive industry
- ✓ Previous experience in a parts environment
- ✓ A current driving licence is essential

Additional information

For any questions related to this job, please speak to Mr Matthew Mawer on +44 (0)1623 559 559

Application Process

Applications should be submitted to Matthew.Mawer@keltruck.com