

Parts Assistant **Hull**

An opportunity has arisen for a Parts Assistant to join our team based at our depot in Hull.

To provide excellent service to both internal and external customers. As a member of the Parts team, manage the parts input process for the service operation.

PERSON SPECIFICATION:

- Excellent PC/system skills
- Excellent telephone manner
- Strong administrative skills
- Strong interpersonal/communication and organisational skills
- Methodical
- Proactive.

CORE ACTIVITIES:

- Van stock replenishment
- Issue parts to workshop and engineers
- Ensure all deliveries in to stock are received, correctly checked and that the relevant GRN documents are received.
- Taking incoming parts requests and enquiries calls
- Parts returns
- Stocktaking
- General housekeeping
- Identification of parts
- Parts ordering
- Sourcing of parts
- Assist with quotations
- Despatching goods by carrier
- Problem solving (incorrect parts supplied etc.)
- Checking parts booked on job sheets ensuring that stock is promptly replenished.
- Assist with Parts department filing
- To perform any other reasonable duties that may be required from time to time within the scope of your knowledge, skills and ability

The above list of job duties is not exhaustive, and a full Job Summary will be provided at Job Interview stage.

Closing Date: **Wednesday 11th September 2019**

We can handle it.