

Service Parts Assistant

Corby

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

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

PERSON SPECIFICATION:

- Excellent PC/system skills
- Parts Department experience/ knowledge
- 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
- Taking incoming parts requests and enquiries calls
- Parts returns to Parts Dept.
- Stocktaking
- General housekeeping
- Identification of parts
- Parts ordering
- Sourcing of parts
- Assist with quotations
- Problem solving (incorrect parts supplied etc.)
- Checking parts booked on job sheets ensuring that stock is promptly replenished.
- Assist with Parts filing
- General administration for the Service Team
- To perform any other reasonable duties that may be required from time to time within the scope of your knowledge, skills and ability.

If you believe you have the necessary skills to fulfil this role, please send a copy of your current CV and covering letter to careers@impact-handling.com

Closing Date: Friday 2nd July 2021