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| Job Title: | National Parts Operations Centre Administrator  | Reporting To: | Supply Chain Manager |
| Department/Group: | Operations Support Department | Job Code/ Req#: | N/A |
| Location: | Northampton | Travel Required: | No |
| Level/Salary Range: | Level 1 | Position Type: | Part Time |
| HR Contact: | Susan Collins | Date Compiled: | 21/02/2018 |

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| Main purpose of role |  |
| To ensure that the operational support administration process is dealt with and completed appropriately within company guidelines and timescales whilst ensuring effective use of company assets and resources |

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| Job Description |
| Role and Responsibilities* Ensure estimates are prepared, processed and chased as detailed in process documents
* Ensure procedures are adhered to as detailed in process documents
* Ensure information sent to customers is accurate and in line with company requirements
* Ensure accounting and operational deadlines are met
* Ensure accurate and timely completion of all procedures, company documentation and reports
* Ensure computer and operational system records are maintained effectively
* Ensure compliance with Health and Safety legislation
* Undertake any other duties which the company from time to time may reasonably request
* Complies with all aspects of ISO 9001:2015 under your remit

Qualifications and Education Requirements* 1 year’s relevant work experience
* Basic education required

Preferred Skills* I.T. skills to include use of internal systems, Microsoft Excel and Word
* Effective communication skills

Additional Notes**Range of relationships**: Internal cross functional relationships |

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| Approved By: |  | Date: |  |
| Last Updated By: | Mike Samuel | Date/Time: | 21/02/2018 |