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| Job Title: | **Parts Advisor ( Technical )** | Reporting To: | Jason Snaith |
| Department/Group: | N P O C | Job Code/ Req#: | N/A |
| Location: | Northampton | Travel Required: | No |
| Level/Salary Range: | Negotiable  | Position Type: | Full Time |
| HR Contact: | Susan Collins | Date Compiled: |  13.8.2021 |

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| Job Description |  |
| To ensure that parts identification and referred work is dealt with and completed appropriately within Company guidelines and timescales whilst ensuring effective use of Company assets and resources |

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| Role and responsibility |
| * To complete the referred procedures as detailed in the process document
* Accurate identification of the parts needed for the follow up work to be carried out
* To make recommendations for works, in addition to the engineers request
* Ensure effective communication is maintained at all times with Suppliers and Depots
* Ensure operational deadlines are met
* Ensure accurate and timely completion of all procedures and Company documentation
* Ensure computer and operational system records are maintained effectively
* Ensure compliance with Health and Safety legislation
* Undertake other duties which the Company may from time to time reasonably request.
* Complies with all aspects of ISO 9001:2015 under your remit

Qualifications and Education Requirements * Basic education.
* 1 years relevant work experience

Preferred Skills * Technical ability without requirement for direction
* I.T skills to include use of internal systems, Microsoft Excel and Word
* Customer relationship skills
* Effective communication skills

**Range of relationships**: Internal cross functional relationships, Customer and Supplier contact |
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| Approved ByJob Holder |  | Date: |  |
| Manager: |  | Date: |  |