|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |
| --- | --- |
| 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 | |

|  |
| --- |
| 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 |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Approved By  Job Holder |  | Date: |  |
| Manager: |  | Date: |  |