

# Oakes Bros. Ltd.

- E S T A B L I S H E D 1 8 2 5 -

## Job Description

**Position:** Parts Assistant Trainee

**Location:** Horsham

**Hours:** Full Time

**Holiday:** Pro-rata

**Benefits:** Workplace Pension

Reporting to the Parts Manager, the Stores person will deal with all aspects of the Parts Department providing excellent service to our customers and suppliers.

### Key Responsibilities:

Dealing with incoming telephone inquiries to the parts department, serving parts customers in the shop, submitting returns claims in a timely manner, implementing and promoting discount structures when issued by our suppliers. Ordering parts for customers, ordering parts for stock as agreed and signed off by the Parts Manager. Picking and packing stock and dealing with receipts of items for customers and for stock. Advising customers when their stock has been received and is ready for collection. Providing parts assistance to the service department. Maintaining good discipline and organization of the department and its place within the depot in a tidy, organized, safe and clean manner. Providing administrative support to the parts department including raising invoices and booking in stock. Keeping control of stock levels by implementing perpetual inventory management procedure. Investigating and implementing methods of dispersing aged stock in conjunction with the Parts Manager. Draw on aged stock from other depots when the situation presents itself. General assistance to the Parts Manager as required. Employees must act in accordance with the company Health & Safety Policy, Risk Assessments and Safe Working Practices.

### Essential Requirements:

Good knowledge of parts and machinery in the agricultural, construction and horticultural sector. Good IT skills including Ibcos Gold although training will be given. Excellent interpersonal skills. Ability to work to deadlines and to a high degree of accuracy. Attention to detail with a can-do attitude.

Apply with a covering letter and CV by email to **Andy Blick, Group Aftersales Manager**.

E: [andy.blick@oakesbros.net](mailto:andy.blick@oakesbros.net)

M: 07920 840924

About the Company [www.oakes.uk.com](http://www.oakes.uk.com) Oakes Bros Ltd the award winning main agricultural dealer for New Holland and JCB covering Berkshire, Hampshire, Oxfordshire, Surrey, West Sussex, and Wiltshire. We sell a wide range of machinery across the brands, both new and used. Sales are supported by a comprehensive parts and

