

Position: Parts Assistant

Location: East Ilsley

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

M: [07920 840924](tel:07920840924)

About the Company 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 service team.