



JOB DESCRIPTION

JOB TITLE : **Parts Operative**
DEPT/SHOP : Aero Racing Ltd
REPORTING TO : Aero Racing Manager

MAIN DUTIES

- Process Morgan dealer orders as required.
- Participate in perpetual stock-take each day and recording of stock figures accordingly.
- Complete and log correspondence with dealers and customers reporting daily via email to the Aero Racing Manager.
- Working to monthly sales budgets set by the Aero Racing Manager.
- Assisting the warehouse personnel when required with issuing parts (job cards) for internal and external work.
- Ensure invoices match any estimate.
- Notify the Parts Manager of stock shortages / back orders promptly.
- Notify the Parts Manager of any issues / errors with the parts books or part numbering system.
- Updating and maintaining dealer contact details for department.
- Ensuring online orders are updated and completed correctly.
- Ensure dealer back orders are chased and dealers advised of delivery dates promptly.
- Assist with unloading and loading of goods and vehicles when required.
- Keeping a clean and tidy workstation
- Working within KPI's set by the Aero Racing Manager

OCCASIONAL DUTIES

- Stock Take when required
- Cover for the administrator (shipping) as required
- Pick and pack orders as required.
- Assistance with, and attendance at, events which involve sales of parts or merchandise.

KNOWLEDGE, SKILLS, TRAINING & EXPERIENCE REQUIRED

Essential pre-job knowledge/skills/training/experience

- Computer literate with knowledge of Word, Excel, Outlook and accurate keyboard/inputting skills
- Internet awareness
- Ability to prioritise work by displaying effective time management skills
- Excellent communication skills both verbal and written
- Accuracy and attention to detail

- Good standards of literacy and numeracy

Desirable pre-job knowledge/skills/training/experience

- Previous experience within the motor trade
- Morgan product knowledge

Terms & Benefits

- Salary £28,138.24p
- 37.5 hours per week Monday to Friday
- 33 days holiday per year (inclusive of some Bank holidays)
- Contributory BUPA health insurance.
- Pension scheme (5% contribution from Morgan, 2% from employee)
- Death in Service benefit
- Cycle2work scheme
- Childcare vouchers

To apply please send your CV and a covering letter to sarah.baldwin@morgan-motor.co.uk