

Role

Parts and Stock Control Coordinator

Overview

Responsible for the supply and sale of Ground Care Machinery spare parts to our Workshop and direct to customers. Manage procurement and stock control efficiently and ensure a first-class customer experience for internal and external customers.

Main Duties

- ⚙ Proactively resource consistent and prompt supply of spare parts to our service department, retail and trade customer base.
- ⚙ Develop and maintain relationships with existing internal and external customers.
- ⚙ Develop additional sales through the RTM customer base and through sourcing brand new customers.
- ⚙ Negotiate terms of agreement with both suppliers and customers.
- ⚙ Manage the stock and assets within the Parts Department efficiently and safely.
- ⚙ Keep the department clean and presentable.
- ⚙ Maintain product knowledge of the portfolio of brands we supply.
- ⚙ Attend and/or manage events organised by us, our suppliers or partners.
- ⚙ Carry out all necessary administrative duties.

Hours

8am to 5pm Monday to Friday and Saturday mornings.

Location

Farm-based workshop near Aylesbury.

Salary

Dependent on experience.

Essential Qualifications, Experience and Attributes:

- ⚙ Maths and English GCSEs at grade 4 or above.
- ⚙ Experience of processing parts orders and managing stock control.
- ⚙ Computer application and process skills - Google, Office etc.
- ⚙ Experience of managing front line customer service.
- ⚙ Keen eye for detail.
- ⚙ Ability to work extended hours and Saturdays.
- ⚙ Good, sound knowledge of stock and stores process, supporting workshop and client machinery or vehicles would be an advantage.
- ⚙ Excellent negotiation skills.
- ⚙ Good problem solving skills.
- ⚙ Ability to build rapport.
- ⚙ Be self-motivated, able to work under pressure and also under your own initiative.
- ⚙ Administratively organised.
- ⚙ Tenacity.
- ⚙ Target driven.
- ⚙ Full, clean UK driving license.
- ⚙ Understanding of a family run business.
- ⚙ Positive attitude.
- ⚙ Team player.

How to Apply

Please apply for this role by emailing your details to vacancies@rtmachinery.co.uk, stating clearly:

- ⚙ Full Name
- ⚙ Address
- ⚙ Email Address
- ⚙ Telephone Number
- ⚙ Times available to speak on the phone
- ⚙ Relevant Qualifications
- ⚙ Any Relevant Experience
- ⚙ Relevant Attributes
- ⚙ Confirmation of Full, Clean, UK Driving License
- ⚙ Current Employment - We will not be contacting your current employer before a Job Offer is made.
- ⚙ Current Notice Period (if applicable)
- ⚙ Why you are interested in this role

We look forward to hearing from you. Good Luck!