



Service Coordinator/ Parts Assistant - Kent

Reporting to the Service Manager this role will be key to support the Service/Parts Coordinators, assisting with vital administration duties including, data entry, booking/ordering parts, small parts handling, stock control and management of records.

CORE ACTIVITIES:

- To carry out the day-to-day Parts Department Processes and ensure these are carried out promptly and efficiently (ie. Parts identification, ordering, receiving, issuing and returns.)
- Ensure all deliveries into stock are received and checked correctly and that the relevant GRN is attached.
- Manage Van stocks, replenishment and stock accuracy
- Manage daily perpetual and 6 monthly stocktakes
- Preparation of internal and external parts quotations
- Service Warranty (where applicable)
- Dealing with customer (internal and external) enquiries orders and problem solving (i.e. incorrect parts supplied etc.)
- Invoicing
- Checking parts booked on engineer's job sheets.
- System housekeeping (ie. Accuracy of stock inventory)
- Logging customer's equipment breakdown calls
- Allocating jobs to engineers
- Arranging preventative maintenance schedules with engineers and customers
- Raising of internal and external invoices
- Manage Excel worksheets and produce reports in line with depot requirements.
- To perform any other reasonable duties that may be required from time to time within the scope of your knowledge, skills, and ability.

If you believe you have the necessary skills to fulfil this role, please send a copy of your current CV to Neil.Blackman@granthandling.com or email to our general email careers@granthandling.com