



The Complete Refuse Vehicle Solution

Parts Department Assistant



Low Loader



RediTruck



*Repairs and
Maintenance*



*Customer
Hire Fleet*



Quality Used



Spare Parts



The Complete Refuse Vehicle Solution

Job Title	Parts Department Assistant
Department	Stores
Reporting to	Parts Manager
Location	Dursley, Gloucestershire
Job Description	To ensure that parts required are correctly identified, ordered and issued from stock to relevant jobs taking place daily. To liaise with service and workshop personnel to ensure that timelines are met so that planning of work can be made. To ensure purchase orders are raised in accordance with company procedure.
Responsibilities	<ul style="list-style-type: none"> • To be responsible for accepting goods in deliveries, giving signatures for goods and using the company forklift to unload palletised goods (Training will be provided). • Taking goods to the relevant in-house destination in an organised and transparent manner. • To greet external visitors to the Parts department and direct movements accordingly. • To be responsible for issuing RVS owned tools to technicians and ensuring that signatures for tools are captured, assessed and the evidence filed appropriately. • To ensure existing administration processes are implemented and adhered to daily. • Collection of parts from local suppliers and company locations as and when required. • To liaise with external suppliers ensuring the best quality product and most competitive price is gained for RVSL. • To be responsible for the updating of the company's tools asset register and regularly reconciling information that relates to test dates and certificates. • Issuing consumables over the counter to company technicians and staff. • Replenishing workshop based consumables at regular intervals. • Re-ordering of consumables after completing regular level checks. • Parts stock checking and computer updating of discrepancies. • Picking workshop and external goods. • Re-ordering stock orders at regular intervals. • Packing all external goods in preparation of daily courier collecting. • Producing courier address labels and assigning to relevant parcels. • To be responsible for the cleanliness of the stores warehouse facility. • To undertake many administration tasks accurately i.e. inputting stock orders onto the system and filing of delivery notes and enquiries etc... • To carry out driving duties when required using a company vehicle, and ensuring duties carried out are within the law.



The Complete Refuse Vehicle Solution

Attributes and Skills	<ul style="list-style-type: none">• Must have excellent organisational and customer service skills• Flexible, positive can-do attitude• Pay attention to detail• Good IT and administration skills• Knowledge of commercial truck and trailers parts• Self-motivated individual• Excellent selling and influencing skills• Ability to communicate at all levels (both orally and written)• Must be able to work to deadlines
Qualifications	Must have a full clean Driving License
Additional	Competitive rates of pay based on experience and skill set

Please send your CV and covering letter to Careers@rvsl.co.uk