

JOB DESCRIPTION

Diesel & Engine Stores / Administration person

The successful candidate will be based in Norwich in a busy Diesel Fuel Injection & Engine Reconditioning / Diesel Particulate Filter Cleaning company.

Job Description/ Description of General duties

To assist the existing team in the efficient day to day running of the Technical Stores and Workshop tasks.

The role is varied and ever changing. The role includes telephone, email and face to face enquiries and sales of Diesel Fuel Injection reconditioning plus components, Engine component machining and repair, plus parts and DPF filter cleaning and products on a busy trade counter. There will be a requirement for van deliveries and collections around the East Anglian area. There will be computer tasks, such as booking in and out of jobs and parts. There will be general duties which will include such tasks as emptying bins, floor cleaning, packing boxes and posting parcels and using any systems associated with these activities. The role will also include workshop activities, which will involve Diesel Particulate Filter cleaning and may also include 'hands on' duties within the Diesel or Engine workshops, as the business requires. General Training for all day to day duties will be provided on site.

The normal working hours are Mon – Fri 8am to 5pm

Remuneration subject to discussion

This is initially a temporary position with the potential to become permanent for the right candidate

Person requirements

- Must have experience and a good working knowledge of Diesel Fuel Injection and Engines in general
- Must have an aptitude for learning and a willingness to develop new skills
- Must have a full, clean driving licence
- Must be prompt
- Must have good organisation skills
- Must have good communication skills
- Must be able to work under pressure and to deadlines
- Must be able to work under own initiative
- Must be honest and trustworthy, as there will be an involvement in cash handling and banking
- The nature of the role is ever changing so the candidate needs to be flexible in their approach and be open to the on-going development and opportunities that can arise from this

In first instance please contact Steve Henson (steveh@carbonzappuk.co.uk) with CV or questions.