



## **Parts Administrator – Service**

Mitchell Powersystems currently has a vacancy for a Parts Administrator (service) based at our facility in **Sutton-In-Ashfield**.

### **Main Duties**

This role provides an excellent opportunity to join the Supply Chain team in Sutton and take the lead on a range of key administrative tasks which include job reservations, picking of parts and the distribution of, key reporting of parts progress and chair weekly meetings with key service stakeholders. The role combines both reporting and operational elements which aims to improve and build on existing processes to improve the customer experience through service. Activities include the creation of detailed parts progress status reports, management of field service van transfers, co-ordinating weekly shipments to field service stock holding points and picking of and distributing parts within the local Sutton depot.

The role will help to support the wider teams manage our existing contracts, this role will also play a important part in supporting the development of those contracts and implementation of future contracts from a logistics view point.

Candidates must be able to demonstrate their experience of working in a demanding logistics operation which includes stakeholder management, effective work planning on a daily basis and the utilisation of Microsoft Office based products, particularly Excel for the creation of reports.

If you wish to be considered for this exciting position, please forward your CV to [careers@mitchells.co.uk](mailto:careers@mitchells.co.uk)

A competitive employment package is on offer commensurate with skills and experience.

Closing Date: ' **5th April 2019**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Service Parts Administrator</b>
<b>Department/Cost Centre /Location:</b>	<b>Sutton Logistics Department</b>
<b>Company / Division:</b>	<b>Mitchell Powersystems</b>
<b>Reporting to:</b>	<b>Supply Chain Manager</b>
<b>Main job purpose: Working within the Service Department supplying parts for the repair, maintenance &amp; replacement of all supported products.</b>	
<b>KEY DUTIES AND RESPONSIBILITIES :</b>	
<ul style="list-style-type: none"> <li>- Twice Daily reservations (10:30 &amp; 15:00)</li> <li>- New reservation opportunities identified reserved against SRO's</li> <li>- Pick lists generated at each new reservation and sent to the relevant supervisor for confirmation of picking</li> <li>- Twice weekly SRO Parts Progress Report and meetings with the Service Supervisors to discuss progress</li> <li>- Scheduled picking of SUT service pick lists, dates to be provided by the team</li> <li>- Parts picking, post on Syteline and deliver in to the SUT service team <b>JIT</b></li> <li>- Pick lists signed by engineers on two copies, one left with the engineer and one filed numerically</li> <li>- Transfer orders for FSE picked to FSE collection/delivery schedule and posted on Syteline <ul style="list-style-type: none"> <li>o Paperwork signed in duplicate by engineers collecting and sent with consignment for deliveries</li> </ul> </li> <li>- Organise depot runs/deliveries weekly for MFS and SFS</li> <li>- FLT License (Preferably)</li> <li>- Any other duties as and when required</li> </ul>	
<b>SKILLS, QUALIFICATIONS, AND EXPERIENCE REQUIRED:</b>	
<ul style="list-style-type: none"> <li>- Have a methodical approach to work and demonstrate high level of attention to detail</li> <li>- Ability to work under pressure, strict deadlines and warranty constraints</li> <li>- Good communication skills and the ability to work on your own initiative</li> <li>- Be an effective team player</li> </ul>	

**JOB DESCRIPTION: (Cont'd)**

<p><b>LINES OF COMMUNICATION:</b> Supply chain manager Service centre manager Field service supervisor Engine workshop supervisor Transmission workshop supervisor Service parts administrator Distribution team</p>
<p><b>LEVELS OF AUTHORITY:</b></p> <ul style="list-style-type: none"><li>• Parts persons have responsibility for the job for which they are assigned and have the necessary authority to make decisions relating to the successful completion of those jobs</li></ul>
<p><b>ANY OTHER DUTIES / RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"><li>- FSE Reports updated on Syteline SRO daily where parts used, as and when required</li><li>- Generation of transfer orders against FSE Vans and stock reserved against, as and when required</li><li>- Remans and Serialised transmissions booked to SRO's and readied for FSE collection, as and when required</li><li>- Remans and Serialised transmissions removed from SRO's and put back in to stock where not used, as and when required</li></ul>

This Job Description should be read in conjunction with the Operation Procedures, Quality Procedures, Work Instructions, Health & Safety Manual and associated documentation. Copies of these documents are available from your Line Manager.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Manager)