

MOT Admin Motor insurance admin

[Apply Now](#)

Company: Bond Recruitment

Location: Tonbridge

Category: other-general

Job Description:

We are currently looking for a detail-oriented and organized Motor MOT / Insurance Engineering Coordinator to join our team in Tonbridge. The successful candidate will be responsible for coordinating motor MOT testing and engineering activities, ensuring compliance with regulations, and maintaining high standards of efficiency and safety. The Motor MOT / Engineering Coordinator will play a vital role in managing workflow, scheduling tasks, and supporting the smooth operation of our motor MOT testing and engineering services.

Key Responsibilities:

- Coordinate motor MOT testing schedules and appointments
- Ensure compliance with MOT regulations and safety standards
- Assist in the planning and execution of engineering projects
- Coordinate engineering tasks and resources effectively
- Communicate with clients, suppliers, and internal teams to manage project requirements
- Maintain accurate records of MOT tests, engineering activities, and project progress
- Support the Motor MOT manager and engineering team in day-to-day operations

Requirements:

- Previous experience in motor MOT testing or engineering coordination
- Knowledge of MOT regulations, engineering principles, and safety standards
- Strong organizational and multitasking skills
- Excellent communication and interpersonal abilities
- Proficiency in MS Office and project management tools

Attention to detail and a proactive mindset

Salary: £23,000 - £26,000 per annum

Location: Tonbridge (TN9 1RS)

Advert: Are you a skilled and organized individual with a passion for coordinating motor MOT testing and engineering activities? We are seeking a Motor MOT / Engineering Coordinator to join our team in Tonbridge. As a key player in our motor MOT and engineering services, you will play a crucial role in ensuring the smooth operation of testing and engineering projects. If you have a strong attention to detail, excellent organizational skills, and a background in motor MOT testing or engineering coordination, we want to hear from you! Apply now and be a part of a dynamic team driving the success of our operations.

Interested candidates, please address the following questions in your cover letter:

What experience do you have in motor MOT testing or engineering coordination, and how do you ensure compliance with regulations and safety standards?

Can you provide an example of a successful project you have coordinated, and what were the key factors contributing to its success?

How do you prioritize and organize tasks to ensure efficient workflow and project delivery?

What communication strategies do you use to collaborate effectively with clients, suppliers, and internal teams in coordinating MOT testing and engineering projects?

Why are you interested in joining our team in Tonbridge as a Motor MOT / Engineering Coordinator, and what do you hope to achieve in this role?

[Apply Now](#)

Cross References and Citations:

1. [MOT Admin Motor insurance admin EnforcementjobsJobs Tonbridge Enforcementjobs](#) ↗
2. [MOT Admin Motor insurance admin Aucklandjobs Jobs Tonbridge Aucklandjobs](#) ↗
3. [MOT Admin Motor insurance admin Jobscanada Jobs Tonbridge Jobscanada](#) ↗
4. [MOT Admin Motor insurance admin Pediatricjobsnearme Jobs Tonbridge Pediatricjobsnearme](#) ↗

5. MOT Admin Motor insurance admin Londonjobscentral Jobs Tonbridge
Londonjobscentral ↗
6. MOT Admin Motor insurance admin Craftsjobs Jobs Tonbridge Craftsjobs ↗
7. MOT Admin Motor insurance admin Highestpayingjobs Jobs Tonbridge
Highestpayingjobs ↗
8. MOT Admin Motor insurance admin Hybridjobs Jobs Tonbridge Hybridjobs ↗
9. MOT Admin Motor insurance admin Physiotherapistjobs Jobs Tonbridge
Physiotherapistjobs ↗
10. MOT Admin Motor insurance admin Madinahjobs Jobs Tonbridge Madinahjobs ↗
11. MOT Admin Motor insurance admin Searchnzjobs Jobs Tonbridge Searchnzjobs ↗
12. MOT Admin Motor insurance admin Therapistjobs Jobs Tonbridge Therapistjobs ↗
13. MOT Admin Motor insurance admin Searchnzjobs Jobs Tonbridge Searchnzjobs ↗
14. MOT Admin Motor insurance admin Expertinireview Jobs Tonbridge Expertinireview
15. MOT Admin Motor insurance admin Searchukjobs Jobs Tonbridge Searchukjobs ↗
16. MOT Admin Motor insurance admin Agriculturejobs Jobs Tonbridge Agriculturejobs
17. MOT Admin Motor insurance admin Advertisingjobs Jobs Tonbridge Advertisingjobs
18. MOT Admin Motor insurance admin Southkoreajobs Jobs Tonbridge Southkoreajobs
19. Mot admin motor insurance admin Jobs Tonbridge ↗
20. AMP Version of Mot admin motor insurance admin ↗
21. Mot admin motor insurance admin Tonbridge Jobs ↗
22. Mot admin motor insurance admin Jobs Tonbridge ↗
23. Mot admin motor insurance admin Job Search ↗
24. Mot admin motor insurance admin Search ↗
25. Mot admin motor insurance admin Find Jobs ↗

Source: <https://uk.expertini.com/jobs/job/mot-admin-motor-insurance-admin-tonbridge-bond-recruitment-221357635/>

Generated on: 2024-05-01 by Expertini.Com