

## MOT Admin Motor insurance admin

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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 / Insurance 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?

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