

Parts Advisor

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Company: Kingdom People

Location: Chadderton

Category: architecture-and-engineering

Storeman

Chadderton

Monday to Friday 08:00 to 16:30

Temp to Perm - £12ph

Duties will include:

- * Maintaining Parts Department.
- * Making sure its kept tidy, parts are located, all labels legible.
- * Assisting Customers and Engineers.
- * Looking up parts for jobs and customers, answering phones, assisting service, booking out parts to jobs and invoicing, preparing quotes.
- * Order Processing & Returns.
- * Placing orders on the relevant systems, returns processing, shipping parts.
- * Stock Control.
- * Carrying out stock checks, stock orders, creating new parts, superseding parts.

You must have parts knowledge and be computer literate. Relevant training on systems will be provided.

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