

## Parts Apprentice

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Company: Jardine Motors Group

Location: United Kingdom

Category: transportation-and-material-moving

### Overview of role

Are you looking for an opportunity within a fast paced, progressive company who will support you through your apprenticeship journey? Jardine Motors Group is looking for passionate, ambitious individuals who are keen to learn and develop their skills to become the future of our great company.

With a key focus to inspire, mentor and nurture your skills, an apprenticeship within one of our retail sites is an excellent opportunity to kick start your career within the automotive sector. This is a great opportunity to gain real hands on experience whilst also gaining a recognised qualification and the best part is, you earn whilst you learn!

Jardine Motors Group operates over 60 retailers in the UK, with nearly 3,500 employees and an annual turnover of £1.5 billion – and we're growing. Join us and work with some of the most iconic brands in the world, where a passion for excellence is a way of life.

### Duties, Responsibilities & Person Specification

This 2 year programme will equip the successful candidate with all the skills and knowledge required to become a successful Parts Advisor in one of our busy parts departments.

As well as the structured learning provided by the manufacturer, you will also undertake a large amount of 'on-the-job' training where you will be expected to put your learning into practise and to work in line with the manufacturer's requirements.

Whilst undertaking training, the successful candidate will be required to support the parts team in the following:

- Control the secure issue of stores to customers and ensure the accurate recording of issued items.
- Handling customer enquires swiftly, courteously and efficiently.
- Recording all items supplied to customers.
- Ensure parts storage area is kept clean and tidy and safe to work in.
- To participate in a van sales delivery operation when required.
- To ensure that Parts on receipt are inspected for damage and that the quantities received match quantity advised on delivery notes and are then placed into stock locations noting if applicable shelf life items.
- To maintain high level of customer satisfaction.

### **Relevant Experience & Qualifications Required**

- GCSE's grade C or above in English, Maths & Science
- Be able to comply with all company and manufacturer's disciplines and procedures

### **Company benefits:**

As part of our mission to be the best motor retailer as judged by you, we believe in offering a collaborative and innovative environment, removed of bias or stereotypes, where everyone can feel comfortable to bring their whole self to work and therefore enabling all talent to shine.

When you join Jardine Motors Group you will have the opportunity to develop a fast-moving progressive career, and assume accountability for delivering the highest levels of service. We believe that by identifying your potential and investing in your future, you will be able to develop skills and gain the experience that will enhance your career prospects.

In addition to receiving a competitive salary, you will also have access to a range of other benefits including:

33 days of annual leave (including bank holidays) + your Birthday off, if it falls on a working day.

Annual leave purchase & sale scheme and availability to do 2 days of charity work paid per annum.

Academic release and enrolment to course.

Enhanced Maternity/ Adoption/ Paternity leave options.

Cycle to work purchase scheme.

Vehicle purchase schemes (across all JMG brands) and preferential parts, service and labour rates.

Employee care helpline.

Pension scheme and life assurance.

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