

Parts & Service Advisor

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Company: Pin Point Recruitment

Location: Gateshead

Category: other-general

Parts & Service Advisor

* Gateshead

* Monday to Friday

* Full-time, Permanent Staff Position

* £25,000 to £28,000 per annum depending on experience.

A growing industrial equipment supply company are looking for an experienced Parts & Service Advisor to support their team on a permanent basis.

You will be responsible for responding to technical service and product queries promptly and maintain accurate logs of mechanical & electrical machinery and parts.

What You'll Be Doing

* Maintaining a database of when machinery is serviced and repaired.

* Discuss and arrange suitable times with engineers for work that needs to be done to

company vehicles and equipment.

- * Maintaining client/customer information on company databases.
- * Keep an up-to-date record of client working times and schedules.
- * Be a comprehensive point of contact for customer technical queries.
- * General administrative duties such as filing certificates and repair records.

What You'll Bring to the Team

- * Previous experience as a Service Advisor / Parts Advisor / Service Coordinator is desirable.
- * Excellent IT systems experience (Spreadsheets, Word, Outlook etc.)
- * Good customer service and telephone manner

For more details on this opportunity, please apply today or contact John Dorling at Pin Point Recruitment.

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