

Regional Operations Administrator

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Company: PartsPlus

Location: Daventry

Category: other-general

Overview

We believe exceptional people make PartsPlus an exceptional place to work and are always looking for talented people to join our growing family.

Reporting to the Regional General Manager, the Regional Operations Administrator is responsible for driving the standard in Customer care and to provide a prompt and efficient administration service for an allocated area.

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Key activities include

Perform Centre audits ensuring compliance to PartsPlus Policies and Procedures.

Provide training in a Centre where required

Support roll out of new developments

Maintain central training portal and company policies and procedures.

Generating central reports to be distributed to Centres and management team

Analysis of Key reports to identify areas of improvement by the Centres.

Supporting Centre business tools – maintenance of access and general settings in each system

Supporting IT with Phone system set up to ensure consistency across sites

Stock check support and scheduling

Review and approval of deleting / amending information in systems

Organise movement of stock around the Network

Monitoring and responding to email requests in a timely manner.

Any other adhoc tasks that support the PartsPlus Operations team.

Skills you will require:

1-2 years of Operational / Admin experience

Ability to learn quickly and work on multiple tasks simultaneously

Ability to work creatively, both independently and as part of a team

Strong verbal and written communication skills

Ability to travel (40%)

Proficiency with Microsoft Excel, Word, and Outlook (advanced knowledge in Excel a plus)

Understanding of CDK Drive, would be a benefit but not essential

Strong analytical, problem-solving, organisation, critical thinking, and time management skills

Excellent attention to detail and quality

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