

# SmashCare

## Job Description

**Position:** Parts Clerk

**Reporting to:** Workshop Manager

### **Job Precis:**

We will know the job is being performed optimally when:

The appropriate parts are available when they are needed.

Parts are stored securely and appropriately at all times.

You proactively inform your supervisor of any change that will impact the expected completion of the vehicle.

You contribute to a harmonious working environment.

### **Standard Tasks**

All staff are expected to embrace and participate in the following tasks and responsibilities:

1. Participate and contribute in all appropriate meetings
2. Maintain Clean Workspace Policy
3. Carry out your tasks in line with the Company's Workplace Health & Safety and Quality Assurance Policies, Procedures and Programs
4. Treat all staff members with respect
5. Contribute to creating a positive work environment for all staff and visitors
6. Observe and obey security procedures
7. Maintain uniform and wear in accordance with Company Policy
8. Perform non-core tasks as directed by your supervisor from time-to-time
9. Treat client's vehicles and belongings with respect at all times
10. Be punctual
11. Respect all company property and equipment

### **Specific Tasks**

The following tasks are specifically related to your role and you are expected to carry these out in accordance with the Company's Policies & Procedures.

1. Order parts as per purchase order
2. Thoroughly check all parts are received as ordered
3. Ensure the part received is correct for the vehicle inclusive of LH and RH designation
4. Ensure sublet items are ordered and pursued proactively
5. Monitor daily previous days back-order or non-supply
6. File notes to be made to the appropriate person that parts are on back order
7. You proactively inform your supervisor of any change that will impact the expected completion of any vehicle.
8. Back-ordered and non-supply parts are distributed immediately they are received
9. All parts are easily identifiable by job number when stored.
10. Credit returns are to be returned same day they are advised

11. Parts area, including paperwork must be completely up-to-date on the last working day of each month, prior to close of business

**Personal Attributes:**

**A. Personal**

Self-motivated and Pro-active

Ability to communicate effectively and work cohesively with the entire team.

**B. Formal**

No formal training required

**C. Preferred**

Time Management & Prioritising of work flow

Conflict/Resolution Training

**Review and Appraisal**

Your appraisal will be conducted half-yearly with the Workshop Manager.

**General Comments**

The position is full-time. The wage is fixed for 12 months with a full review to be conducted annually.