



Machinery Parts/Workshop Assistant

This position is for a Machinery Parts/Workshop Assistant for a wide variety of tasks including stock control, customer liaison, sale of spare parts/equipment and dealing with Suppliers.

Wm Rose & Sons Ltd are long established suppliers of world leading products in the agricultural and construction industries. Knowledge of plant and agricultural equipment is therefore preferable as you will be working closely with our Service Technicians to supply parts as required.

The full-time role is 40 hours per week Monday to Friday (8am – 5pm) with Saturday mornings if required.

Reporting to: Company Directors

Based at: Head Office, Lamancha, West Linton, Peeblesshire, EH46 7BD

Essential Duties:

- Promote and sell parts and/or services to meet customer needs
- Assist Service Technicians by supplying correct parts
- Assist workshop manager with stock control including incoming and outgoing deliveries
- Assistant to day-to-day running of workshop
- Sales of spare parts and products over the counter

Skills & Qualifications:

- Good knowledge of machinery and equipment – (desired but not essential as specialist training will be provided on product ranges)
- Ability to use standard computer applications and learn business systems/franchise dealer portals
- Excellent customer relationship skills (both face-to-face and telephone)
- Ability to work extended hours and weekends
- Organised and self-motivated

Other:

- Competitive rates of pay
- 28 days holiday

*To apply to this position please send your CV and covering letter to Ian Rose,
ian@wmrose.co.uk*

