

Workshop Assistant - Job Specification

The Role

To play an integral part in ensuring the smooth-running of the business by assisting the Operations, Manufacturing and Stores departments with a wide variety of tasks.

- Based at our premises in Dalston, Cumbria
- Full time, permanent, 40 hours per week

Essential attributes

- GCSE Maths and English grades A-C, or equivalent
- Strong attention to detail
- Excellent verbal and written communication skills
- Full driving licence
- Experience using computers
- A positive and flexible approach to working

Desirable attributes

- Fork-lift truck licence

Main Responsibilities

- Maintain a clean and tidy premise, including the external areas.
- Carry out designated audits as per company procedure and keep records up to date.
- Assist engineers where required both in-house and on customers premises.
- Assist Stores with deliveries and collections, using company software to issue and receive parts as per procedure and ensure the relevant paperwork is completed.
- Ensure stock records are accurate and carry out stock checks as required.
- Move parts/equipment into position manually or with hoists or cranes.
- Drive various mobile elevated work platforms inclusive of forklift trucks.
- Keep company vehicles clean, tidy and ready to use.
- Always operate safely by complying with H&S regulations, following both in house and customers safe systems of work and standard operating procedures.