

Workshop Assistant - Job Specification

Role

To assist the Operations, Manufacturing and Stores & Purchasing departments with a wide variety of daily tasks.

- Based at our premises in Dalston, Cumbria
- Full time, permanent, 40 hours per week
- NMW is applicable to the position

Essential attributes

- GCSE Maths and English grades A-C, or equivalent
- Full driving licence
- Strong verbal and written communication skills
- Computer literacy
- Strong attention to detail
- An organised and methodical approach to working
- Team player

Desirable attributes

- Fork-lift truck licence

Main Responsibilities

- Maintain a clean and tidy premise.
- Carry out designated audits.
- Assist engineers where required both in-house and on customers premises.
- Assist the Stores & Purchasing department with deliveries and collections.
- Carry out stock checks as required.
- Assist with the organisation/ relocation of stock.
- Drive various mobile elevated work platforms inclusive of forklift trucks.