**Job Description**

**Car Spares Manager**

|  |
| --- |
| **Job Details** |

|  |  |  |
| --- | --- | --- |
| Reporting to: Directors / General Manager |  | Date: 1st February 2018 |

|  |  |  |
| --- | --- | --- |
| Department: Car Spares |  | Location: Wokingham |

|  |
| --- |
| Responsible for: Car Spares Department |

|  |
| --- |
| **Job Summary** |

Reporting to the Directors / General Manager, the Car Spares Manager will supervise and communicate daily with the yard foreman and administrate all related documentation and communications to ensure sufficient smooth operation of the car spares area. They are also responsible for making sure all car spares machinery is functioning correctly and for reporting issues whenever there is a problem. The Car Spares Manager is responsible for overseeing yard cleanliness and safety and will work in conjunction with other managers to assist with various managerial duties such as hiring, induction and training. Whenever there is a customer service issue, the Car Spares Manager answers all customer questions.

|  |
| --- |
| **Key Responsibilities** |

* Assigning the car spares staff daily workloads and ensure proper start times are maintained
* Ensuring all yard equipment and machinery is maintained and serviced to the necessary standard
* Communicating daily with yard foreman and providing assistance where required.
* Reviewing current day’s work to ensure all areas have been serviced
* Assisting in the training of yard staff relating to policies and procedures
* Working in conjunction with the Metal Recycling Manager to assist with various managerial duties such as hiring, induction, training and assigning duties
* Monitoring, investigate and document all yard staff activities
* Enforcing company operating procedures and all health and safety policies and procedures
* Remaining current in all health & safety legislation while participating in all health & safety training activities
* Any other reasonable task required by the company

|  |
| --- |
| **Key Skills** |

* Good oral and written communication skills
* Ability to work to a high level of accuracy with particular attention to detail
* Excellent customer service skills and telephone manner
* Enthusiastic, efficient, well-motivated and a positive attitude
* Ability to organise and prioritise
* Ability to work as part of a small team

|  |
| --- |
| **Health and Safety** |

* To ensure that all personnel, equipment and practices comply with Health and Safety requirements
* To liaise with safety representatives and the Health and Safety department to ensure that Health and Safety initiatives are implemented
* To follow all risk assessments and method statements
* Report all accidents, incidents, and near misses
* To ensure compliance with the full company health and safety policy

|  |
| --- |
| **Working Environment** |

* To maintain all areas to the highest standards of housekeeping at all times
* To monitor, report and progress all damage to the fabric of the plant and equipment
* To ensure that the equipment is operable and maintained according to the Preventative Maintenance Schedule
* Undertake pre-checks as required for all work equipment
* Deal with any spilt material and product in accordance with spill procedures.

|  |
| --- |
| **Compliance** |

* To follow all quality, safety and environmental policies
* To ensure compliance to all objectives for continuous improvement
* To complete any paperwork required, either electronically or in paper format and return it to the office.
* To follow written and verbal instructions given; including any written procedures and processes as relevant to your area of operation.
* To attend any training required, and read any information and newsletters issued to you.

|  |
| --- |
| **Confirmation** |

Please check that the above details are correct and sign below to confirm. Thank You.

**Job Holder:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |

**Manager:**

|  |  |  |
| --- | --- | --- |
| Name: |  | Date: |

|  |
| --- |
| Signature: |