**Job Description**

**Car Spares Manager**

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| **Job Details** |

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| Reporting to: Directors / General Manager |  | Date: 1st December 2013 |

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| Department: Car Spares |  | Location: Wokingham |

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| Responsible for: Car Spares Department |

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| **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.

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| **Key Responsibilities** |

**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

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| **Confirmation** |

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

**Job Holder:**

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| Name: |  | Date: |

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| Signature: |

**Manager:**

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| Name: |  | Date: |

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| Signature: |