



THE PERSON

Workshop Vehicle and Equipment Stores Assistant

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 2 standard of education (e.g. GCSE or equivalent).	E	Application
Current full driving licence.	E	Application
Counterbalance driving licence	D	Application
Evidence of training courses and / or qualifications obtained relevant to Vehicle and equipment parts.	D	Application
Knowledge & Experience		
Experience working in a Parts Department, preferably in the motor trade/Fleet.	E	Application/Interview
Awareness of Health & Safety Legislation appertaining to COSHH, Manual Handling, storage of dangerous goods.	E	Application/Interview
Working within an ISO 9001:2015 quality system.	D	Application/Interview
Experience of working independently and as part of a team.	E	Application/Interview
Experience of using information to develop solutions and solve problems.	E	Application/Interview
Skills & Abilities		
Ability to manage workloads and identify priorities.	E	Application/Interview
Good written and verbal communication skills.	E	Application/Interview
Confident in using ICT systems such as Office 365.	E	Application/Interview
Able to work on own initiative without constant supervision.	E	Application/Interview
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure.	E	Application/Interview
Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	Application/Interview
Able to help others acquire skills and experience.	E	Application/Interview

Other		
The ability to travel around the country will be required.	E	Application Form
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form