

Spare Parts Administrator

Fulltime | Donington Park, Great Britain

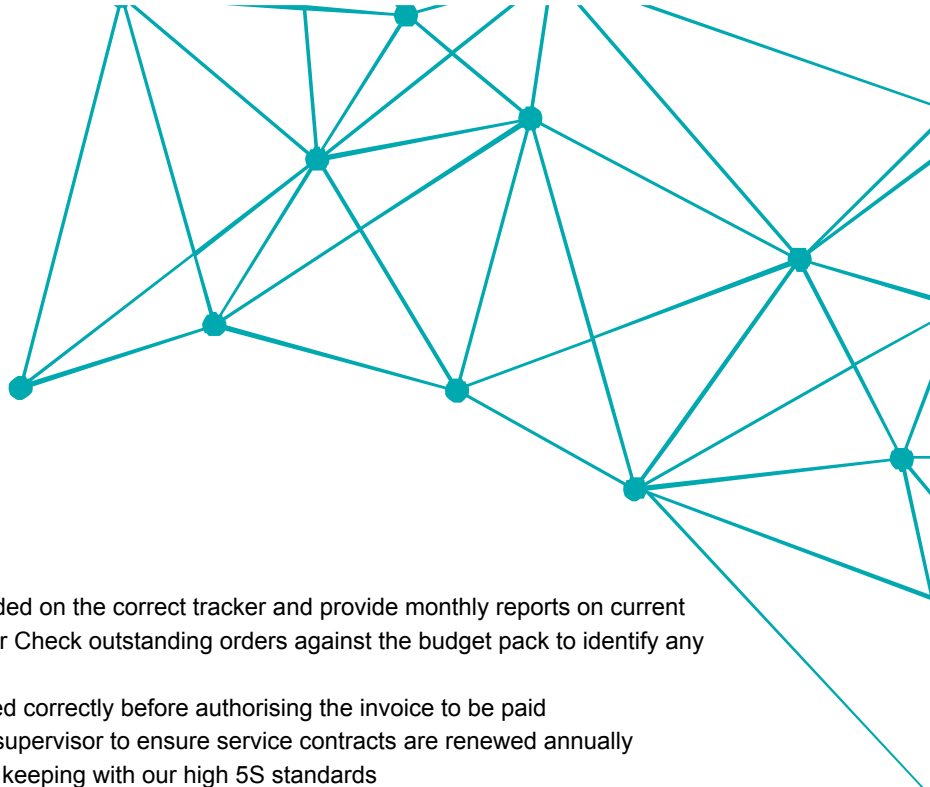
Job Summary

We are looking for a spare parts administrator for our modern engineering stores, the candidate will be an engineer with experience in stores management. This is a highly structured, organised and process orientated role, requiring good technical knowledge and IT skills, including the use of Excel, Word and Outlook and exceptional attention to detail. Based primarily at Burton-On-Trent there will be a requirement to work one day per week at Preston. The candidate must possess a high level of customer service, work well within a team and work in a professional, polite and positive manner, being prepared to challenge non-conformances. The candidate will be responsible for testing of parts. Alongside the above, it is expected that the Maintenance planner/Spare parts administrator co-ordinates the planning of PPM's in conjunction with the customer and Engineering Team Leaders.

Duties and responsibilities include, but are not limited to:

- Stores management – managing a multi-million pound stock holding, ensuring we have the correct spares onsite and adequate levels for the site's requirements. Regular checks and orders are completed, whilst ensuring all orders are tracked and raised on our Computerized Maintenance Management System. Feedback on several aspects of stores will be reported back at the daily review meeting and any concerns raised and details of actions provided
- Consumables – ensuring we have the correct consumables onsite and adequate levels for the site's requirements, with accompanying COSHH data sheets provided and filed where/when applicable
- Stationary – completing monthly checks and reordering supplies
- Clothing – ensuring we have a sufficient stock of Personal Protective Equipment, that is in good condition and placing orders when necessary, to replace worn out items and engineers' uniforms where/when necessary
- Tooling – request quotes and place orders for additional and/or replacement tooling for engineers and the workshop
- Deliveries – to be checked off against orders placed and any discrepancies reported back to the supplier
- Repairs – to be logged, tagged and shipped to the correct supplier. Quotes to be requested and analysed





- Budgets – ensure all purchases are recorded on the correct tracker and provide monthly reports on current spend against budgets to the site manager Check outstanding orders against the budget pack to identify any discrepancies and feedback
- Invoices – confirming orders have delivered correctly before authorising the invoice to be paid
- Service Contracts – working with the site supervisor to ensure service contracts are renewed annually
- House keeping – to maintain the stores in keeping with our high 5S standards
- Confidentiality regarding all processes, data and information contained and discussed in the department
- Be aware of Health and Safety procedures and practices
- Workshop Repairs – Organise Job In a Box Work and carryout testing of parts where serviceability needs to be clarified
- Planning and tracking of the Maintenance plan
- Supporting the Engineering Team Leaders on the maintenance plan
- Tracking, trending and reporting on specific KPI's linked to the role

Skills, qualifications and experience

- Ideally, Minimum 2 years' experience in a similar role
- Essential, Minimum 3 Years' experience in an engineering position
- Good IT skills, including the use of Excel, Word and Outlook
- Knowledge of cost spend and budgets

Important behaviours to have in line with our company values

- Appreciation – Recognises the achievement of others
- Creativity – Is resourceful and innovative
- Courage – Willing to learn and try new things
- Openness – Always approachable and helpful
- Reliability – Consistently gives their best

Local benefits

Some locations have local benefits; please speak to a member of the management team.

