

POSITION DESCRIPTION

Updated: 02/02/2018

Job Title:	Parts Storeperson - Junior (20 and under)
Location:	Moree, 369-379 Frome St Moree NSW 2400
Reports To:	Parts Manager
Pay:	Per the Vehicle Manufacturing, Repair, Services & Retail Award 2010 Clause 33.7 (b)
Hours:	Full-time 38 hours a week and some Saturdays by roster
Probation Period	6 months
Position Purpose:	<p>We are looking for a full-time Parts Storeperson - Junior to attend to the receiving, handling and despatching of goods in our Moree branch.</p> <p>On the job training, with a view to progression to a Parts Interpreter, will be provided, for someone who is interested in this opportunity.</p>
Main Tasks:	<p>Core Objectives include:</p> <ul style="list-style-type: none">• Prepare orders for dispatch, picking and packing orders• Unpack and receipt stock when it arrives in dispatch• Maintain the stock levels in showroom by restocking when necessary• Maintain neat and tidy showroom displays• Organise and plan work so that it is done efficiently and effectively• Assist other staff as required
Required Qualities:	<ul style="list-style-type: none">• A current Drivers licence• Physically fit, heavy lifting required• Good eye for detail• Enjoys practical and manual work• Computer literate• Able to work as part of a team• Willingness to learn to understand inventory in line with the business and customer needs.• Motivation to look for learning opportunities
Desired Qualities:	<ul style="list-style-type: none">• Experience in a similar role not necessary• School leavers are encouraged to apply.• Forklift licence would be an advantage

Person Specification: This position is suited to someone who has a genuine interest in agricultural machinery and trucks and is looking to begin a career in a business of high professional standards.

Knowledge:

- Knowledge and passion for the automotive industry

Skills & Competencies:

- **Customer service focused:** committed to providing exceptional customer service and high quality of product across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely.
- **Attention to detail:** excellent attention to detail.
- **Commerciality:** the ability to apply knowledge in a practical, commercial manner.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within the time frame given, and carry out duties in an efficient and timely manner.

Contact:

Please email your resume and a cover letter to:

Naomi Burger

HR Manager

hr@kenwayandclark.com.au

About Kenway & Clark

Kenway & Clark are a family founded dealership, leaders in the sale, parts and service support of agricultural machinery and trucks. We are a Case IH dealership, with branches in Moree, Goondiwindi, Wee Waa and Inverell. Our difference is in our strong focus on after sales care, which is what makes us the market leaders in Northern NSW and Southern QLD.

We pride ourselves on providing exceptional service to our valued clients, which we do with the quality staff. We are looking for employees who will fit into our Kenway & Clark culture, are hardworking and passionate about the future of our dealership and want to grow their career surrounded and supported by their team.