



Parts Apprenticeship – EG Coles & Son

EG Coles are a family run Kubota Agricultural and Groundcare Dealership, offering a Kubota apprenticeship Level 3 City & Guilds, diploma in vehicle parts principles. The course length is for 24 months with approximately 24 weeks in College on a block release system. Following the course continual technical training will be delivered at Kubota's training centre. The final award will lead to the full Kubota Diploma in vehicle parts principles.

Main Responsibilities

This role includes the following key priorities:

- Dealing with telephone enquiries
- Serving customers, upselling where possible
- Loading and unloading of stock arriving or leaving the depot and maintaining clean and tidy workspaces throughout the depot
- Ordering of parts for customers
- Picking and packing stock
- Advising customers when their orders are ready for collection
- Providing parts assistance to the service department
- Maintaining the displays in the shop in an orderly and organised manner
- Providing administrative support to the parts department
- Analysing and maintaining stock levels
- General assistance to the Manager as required
- Employees must act in accordance with the company Health & Safety Policy, Risk Assessments and Safe Working Practices

Personal Specification

- Excellent interpersonal skills
- Ability to work to deadlines and to a high degree of accuracy
- Good IT skills
- Attention to detail
- An enthusiastic, organised and flexible individual who enjoys a varied role and can work well under pressure
- A current driver's licence would be preferable though not essential
- Knowledge of agricultural, horticultural machinery, would be beneficial

There may be times that you are asked to carry out tasks not shown in the job description above.

Entry Requirements

5 GCSEs at Grade 4 or Cs in English and Maths +3 other. Students with grade D in English and / or Maths would be considered depending on grade profiles, practical experience and the successful completion of a Level 2 test in English and Maths.

Reports to:	Parts Manager
Line Management Responsibilities:	None
Location:	Semley, Nr Shaftesbury