

## Parts / Stores Administrator, Chatham

We are currently recruiting a full-time Parts / Stores Administrator to be responsible for the administration of the branch stores.

### **Duties will include:**

- Be responsible for sourcing and ordering parts and materials, PPE and tools at best value and arrange deliveries to the correct location on the correct day.
- Manage the stores area ensuring stock and tools are all booked in and out and keeping the stores area clean and tidy.
- Communicate with colleagues on the progress and / or delay of deliveries.
- Administration of purchases, including approval of invoices for payment, processing and returning warranty parts or excess items.
- Manage stock levels of parts, tools and equipment in stores and engineer vans to Branch requirement, including regular stock takes.
- Book parts, tools and equipment in and out maintaining records and minimising waste and costs.
- Administration of the Branch fleet.
- Management and record keeping of refrigerants and waste.
- Conduct health and safety checks regularly, including ladder inspections, PAT testing, fire extinguishers, gauge testing, fire alarms, etc.
- Monitor van inspections, collect paperwork and follow up on action points.
- Ensure COSHH data is available for any new chemicals purchased.
- Undertake or arrange general building maintenance as required.

### **The ideal candidate:**

- Experience in a similar role in electrical / plumber wholesaler / builder's merchants or similar supplier based industry.
- Some working experience within the Refrigeration and Air Conditioning Industry would be an advantage but is not essential.
- Computer literate with the ability to learn new computer software systems.
- Well organized and able to work in a fast paced environment to demanding timescales
- Good numeracy skills
- Resourceful with the ability to use their own initiative
- Confident with good negotiation skills
- Excellent verbal and written communication skills
- A great team player, willing to pitch in where necessary to support branch colleagues.

To apply for this role, please complete an application form and submit it to [hr@adcock.co.uk](mailto:hr@adcock.co.uk). The application form can be downloaded from the vacancies page of the Adcock website.

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