## Service Reception – Machinist Engineer

This is an established role within the Company, working closely with the Departmental Supervisor of Ashby & Anderson Ltd based in Leeds. Ashby & Anderson have been involved in the re-conditioning of engines and associated equipment since 1922. It is part of William G Search Ltd and has a well established customer base including vehicle agents such as Ferrari, Bentley, Masserati, Ford, and Vauxhall.

**Company:**

William G Search Limited

**Location:**

Whitehall Road, Leeds, LS12 6EP

**Job Type:**

Permanent, Full Time

**Job Category:**

Skilled / Semi-Skilled Engineer Administration

**Salary/Wages:**

Range: £19-£25k

**Job Reference Code:**

2016-014GA

**Posted: Expiry:**

2/10/17 2/12/17

**Who should apply for this role?**

The role will suit an individual with a sound engineering background who has knowledge of office systems and Microsoft Office. The successful applicant may have been a semi-skilled or skilled engineer who is looking to move into an office environment whilst retaining hands on engineering skills.

# Objective

Working closing with the Departmental Supervisor, manage communications between client and the team to ensure a seamless system from enquiry to invoicing. To receive in engines for re-conditioning and advise on work required. It is anticipated that 40-50% of the duties will be hands on work in the workshop.

# Responsible to

The Service Reception Machinist Engineer will be responsible to the Departmental Supervisor but will be accountable for their own tasks on a daily, monthly, and annual basis.

# Duties

* Back office and reception desk duties:
* Assisting customers via the telephone and face to face at our service desk
* Booking jobs into the administrative system
* Allocating and progressing jobs
* Ordering parts from suppliers
* Preparing sales invoices and statements using Microsoft Office
* Liaising with Credit Control in setting up customer accounts
* Use of our in-house accounting system in checking customer details
* Preparation of daily, weekly and monthly reports for line management and management team
* Preparation of documentation in relation to cash sales
* Allocating and processing of purchase invoices received
* Dealing with payments via cash, cheque, and debit/credit cards
* General office and maintenance duties
* Collection and delivery of parts
* Workshop duties –
* Machine work including Crankshaft Grinding, Horizontal boring, surface grinding, general lathe work, drilling and tapping, and general bench work
* Stripping and assessing cylinder heads or engines for repair
* Keeping own work area and machines clean and tidy
* Ensuring work is completed efficiently, correctly and in a timely manner

# Person Specification

## Essential Skills

* Back office and reception :
* Working knowledge of Microsoft Office, especially Excel, Word, and Outlook
* Good administrative skills
* Confident and polite telephone skills
* Good communication skills, both written and oral, with ability to discuss issues with internal and external personnel at all levels
* Excellent time management and organisation skills
* Accurate and numerate
* Ability to exercise honesty, discretion and confidentiality
* Full UK driving licence (or European Equivalent – Std Licence up to 3.5 tonnes)
* Workshop duties :
* Good all round engineering or turning/grinding background that is evidenced on CV
* Mechanical knowledge with ability to discuss basic issues with clients
* Accurate, Numerate (may need to calculate tolerances)
* Ability to work as part of a team
* Knowledge of using some of the following machines or similar: Prince Grinder, Berco Boring Machine, Van Normal Machines, Commec Re-facing machine, Serdi Valve Seat facing machine, Quick Way valve re-facing machine, Colchester Mascot Lathe.

Desirable skills

* Ability to supervise
* Knowledge of engines and engine repair

Other:

Salary scale: £19-25,000 per annum

Holidays: 22 days per annum plus statutory holidays

Hours of Work: 8:00 a.m. to 5:00 p.m. with 30 minutes for lunch (42.5 hour week)

Applications to: info@wgsearch.co.uk