

JOB DESCRIPTION

JOB TITLE	Parts Technician – Full Time
REPORTS TO	Parts Manager
LOCATION	Markfield

Job Purpose:

BTE Plant Sales are looking for a confident, motivated and enthusiastic Parts Technician to join the BTE team at our Head Office in Markfield.

You will be working in a fast-paced, construction equipment parts environment. The successful candidate will be organised and capable of multi-tasking. You will primarily be dealing with customers over the phone and face to face so must have a high standard of customer service. Additionally, your role involves stock checks and order processing, using IBCOS Gold software.

We are looking for a team player, supporting colleagues in achieving customer needs. This is an opportunity to join a fantastic team and a well-established, market-leading company.

Main Responsibilities:

- Taking customer phone calls, answering queries and giving prices and lead times
- Serving customers who come in to the office and preparing their orders
- Processing customer orders, from invoicing to arranging deliveries
- Carry out stock checks accurately and record and input data
- Checking incoming orders against delivery notes
- Working with and supporting the team of Technicians
- Developing your product knowledge and knowledge of the business

Key Skills & Requirements:

Essential:

- Previous experience in a parts department
- Proven customer service skills
- Excellent communication skills both verbal and written
- Attention to detail
- Willingness to learn and develop

Preferable:

- Experience in the construction and/or agricultural industry OR automotive industry
- Microsoft Office literate

Benefits of working for BTE:

- Sales initiatives for parts campaigns running several times a year
- Bonus scheme
- Additional holiday accumulation
- Colleague referral scheme up to £250
- Long service award
- Investing in People – we offer full training and job progression
- Genuine, nice and friendly environment to work where you can easily feel part of the team
- Medicash – Sole – Level 1

If this sounds like the role for you then we would love to hear from you! Please email your CV to jobs@bteplantsales.com and we will be in touch.

This is a full-time position and the hours are 8:00am – 17:30pm. Very competitive salary, dependant on experience.