

# We're hiring!



Due to the departure of our valued, capable office administrator, we are looking to take on a part time Receptionist/Parts Co-Ordinator who will undertake a range of administration and customer service duties.

The ideal candidate must be enthusiastic with a willingness to learn. A conscientious and methodical approach will be key to your day-to-day routine.

You will be working in a busy and sometimes demanding environment, particularly during the holiday seasons.

<b><u>Duties to include:</u></b>	<b><u>Skills:</u></b>	<b><u>Personal Qualities:</u></b>
<ul style="list-style-type: none"><li>🚗 Covering all reception duties</li><li>🚗 Bookings by telephone</li><li>🚗 Produce invoices and take payments</li><li>🚗 Using Garage Workshop Management System</li><li>🚗 Ordering and processing vehicle parts</li><li>🚗 Word processing</li><li>🚗 Updating social media accounts</li><li>🚗 Moving vehicles</li></ul>	<ul style="list-style-type: none"><li>🚗 Computer literate</li><li>🚗 Good communications skills</li><li>🚗 Clear &amp; confident telephone manner</li><li>🚗 Maths &amp; English GCSE grade C/4 or above</li><li>🚗 Excellent time keeping</li><li>🚗 Ability to drive</li></ul>	<ul style="list-style-type: none"><li>🚗 Flexibility within the role</li><li>🚗 Confident and positive</li><li>🚗 Polite &amp; professional approach</li><li>🚗 Attention to detail/conscientious</li><li>🚗 Ability to multi-task</li><li>🚗 Sense of humour</li></ul>

This is a part-time position, 24 hours over 3 days, 8:30 am to 5:30 pm (also covering the holiday allocation for your job share colleague).

If you think you'd be ideal for us, please complete the application form including any relevant experience which you feel makes you are suitable for the role.

Address your application to: The Director, Nigel Thurley Automotive Ltd, The Workshop, Tyacke Road, Helston TR13 8RR or email [nthurley@btconnect.com](mailto:nthurley@btconnect.com), using the title 'Job application'.