

**The UK’s Leading Technical Experts in Standby Power, Uninterruptible Power Supplies and Combined Heat and Power Systems.**

A thriving business, with over 35 years in the standby power and energy efficiency markets, Shenton Group supply, install, hire and maintain critical power systems and associated equipment such as generators, UPS systems, switchgear and CHP (Combined Heat and Power). We have a strong family management structure, and high standards of performance and ethics. We have a mature financial position and trade from multiple locations around the UK, and you would be part of a team of circa 80 staff. We have robust staff development policies, and offer substantial opportunities for stable long term employment.


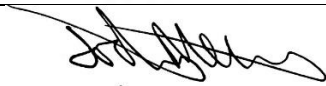
<b>Job Title:</b>	Parts Administrator
<b>Date Written:</b>	May 2021
<b>Manager Responsible:</b>	Steve Hethershaw
<b>Location: (HQ/Hub/Home Working/Field)</b>	Shenton House, Andover
<b>Start Date:</b>	May 2021
<b>Full or Part Time Role:</b>	Full Time
<b>Working Hours:</b>	7.30am to 5.00pm (4.30pm Friday)
<b>Salary:</b>	£22,000 - £26,000 (dependant on experience)
<b>Other Benefits:</b>	Life cover, Connect App, Statutory pension, 25 days holiday increasing through company loyalty program, Relevant training

**Job Description**

The Parts Department is a busy department that sits central to many key functions in the business. Good quality, capable, high calibre staff are required to ensure the Parts Department functions as required:

You will be responsible for (including but not limited to):

- General assistance in the Parts Department
- Processing internal and external customers parts orders
- Responsible for Goods In & Goods Out
- Unloading lorries
- Placing orders
- Cleanliness of the Parts Department
- Carry out weekly stock checks
- Sending parts to remote staff
- Sourcing of company consumables

Skills Required			
<ul style="list-style-type: none"> <li>• Ideally you will have experience working within an engineering part's industry</li> <li>• Basic computer skills (Outlook, Word, Excel) are required</li> <li>• Experience of working with SAP Business One or similar would be preferred</li> <li>• Organised with a flexible hands-on approach</li> <li>• Hardworking and willing attitude</li> <li>• Always looking to learn and improve</li> </ul>			
<b>Manager Approval</b>		<b>Date</b>	29.04.2021
<b>Board Approval</b>		<b>Date</b>	29.04.2021

To apply for this role please email your CV and a covering letter to [careers@shentongroup.co.uk](mailto:careers@shentongroup.co.uk)