CAFFYNS PLC

JOB DESCRIPTION

JOB TITLE:	**Site Co-ordinator**
LOCATION:	**Tunbridge Wells Skoda / SEAT/CUPRA**
DEPARTMENT:	**Sales**
HOURS OF WORK:	**8.00am to 5.00pm Monday to Friday**
SALARY:	**Commensurate with skills and responsibilities**

MAIN PURPOSE OF JOB:

To control new and used stock movements, display and administration.

1) MAIN WORKING RELATIONSHIPS:

1. 1 Responsible to:

General Sales Manager & Service Manager

1.2 Relationships with:

Head Office and Branch Staff

Other company managers and staff

Manufacturers' representatives

Suppliers and other company representatives

Company Auditors

Customers

2) OBJECTIVES AND KEY TASKS:

To assist with the flow of vehicles required for the Workshop on a daily basis including the management of Customer parking areas on the site

To co-ordinate in conjunction with management the organisation/display of Service Courtesy vehicles on a daily basis

To carry out Customer vehicle collections/returns for either Sales or Aftersales as and when required

To ensure showroom vehicles and used vehicle display are compliant with standards at all times

To ensure the prompt progress of trade vehicles through Group and Auction channels

To ensure new/used and part exchange vehicles are checked in and stored in the appropriate location

To co-ordinate transport and transfer of vehicles within the Group and region

To promote Caffyns through a professional attitude to work and when dealing with suppliers, manufacturers and customers.

To work as a team with colleagues to ensure that the business operates effectively

3) OTHER DUTIES:

This list of duties is not exhaustive and other tasks and responsibilities will be required of the post holder including any other duties commensurate with the post as requested by the General Sales Manager, Dealer Principal, Regional Director or Head Office staff.

4) CONFIDENTIALITY:

All information relating to customers and the business is to be treated confidentially in line with Company procedures.

5) HEALTH AND SAFETY:

Caffyns has an obligation under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions. All employees are required to co-operate with management in discharging this responsibility and must take responsible care for the health and safety of themselves and others.

6) TERMS AND CONDITIONS OF EMPLOYMENT:

Other terms and conditions are as reflected in the contract of employment.

(A job description is a written statement of essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved).

Site Co-ordinator
Created By: Adam Heffer
Date: 17/05/2024

Caffyns plc
Person Specification
Stock Co-ordinator – Tunbridge Wells Skoda / SEAT

QUALIFICATIONS

Essential

GCSE grade C or above in English and Mathematics or equivalent

ATTAINMENTS/COMPETENCIES

Essential

Ability to present information clearly and concisely
Good level of computer literacy

Desirable

Willingness to undertake extensive training both on and off site

SKILLS REQUIRED

Essential

Full clean driving license
Good oral and written communication skills
Ability to work in a customer focused manner
Self-prioritise the daily workload according to the business needs
Can demonstrate the ability to carry out tasks within set timeframes

Desirable

Self-prioritise workload according to the business needs

PERSONAL ATTRIBUTES

Essential

Self-motivated and able to work effectively as a team
Good organisational skills
Commitment to Caffyns' aims and objectives
A professional and smart appearance at all times

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