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| the finer detailsWhich site am I based at? Newton Abbot Work Hours? 20hours per week, flexible working timesWhich team am I a part of? Newton Abbot EngineeringWho do I report to?Maintenance Improvement Manager qualifications & experience**Essential:*** Strong organizational and multitasking skills.
* Proficiency in Microsoft Office (Excel, Word, Outlook).
* Excellent communication and teamwork abilities.

**Desirable:*** Experience of stock management systems
* Experience in ordering spare parts from suppliers
* Experience of data migration activities
* knowledge

Prior experience in a manufacturing or engineering environment is desirable | Engineering Administrator and Stores Coordinator Assistantjob descriptionthe purpose of your roleProvide administrative support to the engineering department, ensuring smooth coordination of engineering activities, maintenance schedules, and documentation in a fast-paced factory environment. Assist in effective stock control system for the Site’s engineering supplies working with the store coordinator to ensure spare parts are available in time for planned maintenance activities. Assisting in the managing and reporting of revenue expenditure, identifying and optimising spend and leading the transition from current stores system into a leading service and support function.**Your responsibilities:*** Ensure records are maintained accurately and to the agreed levels.
* Track and report any shortfalls on a daily, weekly and monthly basis.
* Assist in receiving deliveries of goods and checking off items against delivery notes, ensuring all deliveries are of the required quality and to the agreed specification.
* Advise and support on the transition between management systems.
* Place purchase orders for stock items within authorised value levels
* Manage any non-stock order processing from agreed suppliers.
* Create critical spare parts inventories for maintenance activities using site Engineer and OEM knowledge and documentation.
* Create. Maintain and improve supplier relationships.
* Work collaboratively to deliver high performance against set measures and targets in own work and in the work of others.
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### HR use

Date of last review: Job reference no: Job level:

Job family: