

TAMWORTH CO-OPERATIVE SOCIETY

JOB DESCRIPTION



Job Title: Garage & M.O.T Centre Manager / Mechanic
Full time -37.5 hrs per week over 6 days

Report to: General Manager – Non-Food and Non-Food Operations Manager

Job Summary: To provide Managerial and hands on Mechanical and M.O.T Support

Location: Bonehill Road, Tamworth

Main Duties and Responsibilities:

- Manage employees in the MOT Centre and Garage
- Ensure the smooth running of both the garage and M.O.T Centre
- Perform M.O.T Testing and mechanical duties to both Society Vehicles and Customers.
- To ensure all VOSA requirements are in place at all times
- To ensure the highest standard of administration
- To meet the highest standard of customer service
- To build the Society sales on both M.O.T and repairs
- Conduct appraisals, training, planning, direct working
- Addresses complaints and resolves problems
- Use a till register/ answering the telephone
- Abide by the Society's Health & Safety rules / policies at all times
- Performs any other duties as required by the General Manager Non-Food or the Non-Food Operations Manager

Skills:

- Fully qualified motor mechanic and M.O.T Tester
- Supervisory experience
- Current MOT tester certificate
- Well organised / administration work

Wage Scale:

To be discussed at the interview.