

## Position Description:

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<b>Position title:</b>	Parts Interpreter
<b>Reports to:</b>	Parts Manager
<b>Location:</b>	As per Individual Agreement
<b>Purpose:</b>	Effectively support the Parts Department to ensure profitability and achieve all financial and commercial targets with a focus on customer service, stock efficiencies and health and safety.
<b>Accountabilities:</b>	<ul style="list-style-type: none"><li>• Ensure the department is customer orientated by meeting their needs both within the Branch and out on site</li><li>• Provide a high level of customer service to all customers, both external and internal</li><li>• Proactively develop relationships with customers in order to secure indent orders by regularly visiting with customers</li><li>• Develop and maintain a showroom that best reflects the Power Farming brand and the products that it represents</li><li>• Ensure that all jobs are completed on time and all corresponding paper work is completed in a timely manner as agreed with the Dealer Principal</li><li>• Establish and maintain a parts system in the warehouse</li><li>• Responsible for stock control and undertaking regular stock takes</li><li>• Ensure that all administration functions are completed on time and are correct</li><li>• Co-operate with all other departments to meet production and workflow deadlines</li><li>• Travel as and where directed as required</li><li>• Provide a service that covers the requirements of the regions customers</li><li>• Comply with Power Farming's quality, environmental and health and safety procedures so as to proactively develop a culture of, continuous quality improvement and the provision of a healthy and safe workplace, ensuring that all practical step are taken to meet current Worksafe NZ requirements.</li><li>• Provide professional and ethical behaviour in your actions ensuring compliance with legislation and industry standards.</li><li>• Ensure you are familiar with and comply with all organisational policies and procedures.</li></ul>

- *The previous statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and the incumbent*

**Key relations:**

- Dealer Principal and Parts Manager/Supervisor
- Customers – both in branch and on-site
- Parts team in Head Office
- Other department team members

## Person Specification:

**Essential:**
**Desirable:**

<b>Skills and knowledge:</b>	<ul style="list-style-type: none"> <li>• Knowledge of the parts function</li> <li>• Proven administration skills</li> <li>• Stock management</li> </ul>	•
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<b>Qualifications required:</b>	<ul style="list-style-type: none"> <li>• NZCE</li> </ul>	•
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<b>Key competencies:</b>	<ul style="list-style-type: none"> <li>• Customer orientated</li> <li>• Commercial understanding</li> <li>• Takes ownership of department</li> <li>• Keeps ahead of the market and seasonal requirements</li> </ul>
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<b>Work experience:</b>	<ul style="list-style-type: none"> <li>• Understanding of Agricultural or automotive parts</li> </ul>	•
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**Approved by:**

Wendy Matheson

**Date:**

October 2019