



**SOLOMON & COMPANY (ST HELENA) PLC
JOB DESCRIPTION**

Department: Services Department
Job Title: Auto Shop & Transport Manager
Responsible to: General Manager (Services & Properties)

Job Purpose: To be responsible for the Management of the Company's Auto Shop and Transport Operations and for the delivery of the Auto Shop and Transport Service in accordance with the Company's Purpose, upholding the Company Values and Safety & Compliance requirements.

Job Outline

- To ensure that the Company's fleet is services and maintained to the highest standard possible, achieving the agreed maintenance schedule and adequately documenting and maintaining service records.
- To monitor the use of Company vehicles and to ensure that the mileage sheets are checked and submitted to the Accounts Department on a weekly basis.
- To establish a relevant critical spares list to maintain the Company's fleet, for stockholding in conjunction with the department's budget.
- To ensure that an efficient system is in place for transporting staff to and from work at all times.
- To include a commercial focus, undertaking public jobs within Auto Shop resourcing and considering commercial business innovations for the Auto Shop, whilst also ensuring that priority is given to Company vehicles, and that the work carried out meets the specific deadlines, required standards and is in line with the Company's procedures & processes.
- To set expectation and deliver on high standards of customer service, including liaison with Procurement and/or Special Order Centre on parts procurement to provide a one-stop shop experience for internal and external customers.
- To supervise staff in the execution of daily duties, monitor and assess performance.
- To ensure that all accounting data, and all other administrative records relating to the Auto Shop and Transport Operations are kept up to date.
- To maintain an effective and efficient record & booking system of job requests and jobs undertaken to ensure all stock controls processes are followed and accounted for in the Sage Stock System and as per Stock and Stock Valuation Procedures.
- Receive and secure payments for completed jobs and arrange daily deposits with Solomon's Cash Office.

- To ensure that safety and compliance requirements are met within the work place and that staff comply with such accordingly.
- To implement and monitor best working practices and ensure that an effective schedule for regular 'housekeeping' is followed.
- To provide on the job training as and when required and to be responsible for staff development.
- To make recommendations and compile reports in respect of capital expenditure for new equipment and vehicle replacement, including in support of other BOU requirements.
- To compile budget and financial forecasts and draft Auto Shop and Transport operational plans and objectives.
- Any other related duties as required by Senior Management.

JOB RESPONSIBILITIES

- To be responsible for all Staff employed in the Auto Shop and Transport Business Operating Units.
- To ensure that work is carried out in a safe and competent manner.
- To manage Sage Stock Control System.
- To research and compile Job quotations.
- Report writing
- To meet the Company's operational and financial performance objectives.
- To be responsible for the security, safe operation and maintenance of all tools and assets assigned to the Auto Shop and Transport business operating units

SPECIAL CONDITIONS

- Maintain excellent standards of customer service and good communication skills.
- Undertake and deliver training as and when necessary in relation to the post.
- Core working hours of 40 Hours per week, may be extended to out of hours work as and when required.
- Be in possession of a valid driver's license for all classes of vehicles and plant or be prepared to obtain any classes not currently possessed.

QUALIFICATIONS:

- Ideally a relevant industry qualification or a proven track record of working in a similar environment for a minimum of 5 years.
- Diagnostics certification and/or recognised industry software diagnostics competence.