

## VACANCY

### **Stores Operative – Compressor Spares**

Recruiting now for an experienced Stores Operative – Compressor Spares on a permanent basis.

PPS offer Sales/Service of a varied range of Compressed Air Equipment, Ancillaries, Vacuum, Pneumatics and Nitrogen products.

We are searching for a customer-focussed team player that can think on your feet. We are looking for someone who has great attention to detail and is a finisher, who always see's the job through to a sale.

Some Key tasks as an Stores Operative – Compressor Spares would include:

- Developing business relationships by providing a team approach to customers, both face to face and by telephone
- Dealing with customers queries and providing technical assistance and advice
- Raising Purchase orders accurately and swiftly
- Expediting purchase orders to delivery
- Booking goods in according to companies processes
- Processing cash and credit card payments for customer sales as appropriate
- Ensure that the stock is maintained and well organised
- Stock Management (stock control and stock takes)
- Assisting the stores team with deliveries
- Preparing parcels and paperwork for haulage and carriers
- Confident sales ability, able to provide accurate pricing and product availability
- Liaise with rest of departments in business as appropriate

Skills required:

- Excellent customer service
- Good negotiating skills
- Proficient IT skills
- Team working skills
- Good organisation skills
- Good communication skills
- Ability to work effectively individually or as part of a busy team and work under pressure
- Excellent telephone manner
- Good command of the English language (Written and spoken)
- Good mathematical skills
- Ability to meet deadlines and targets

Working hours: 8.30am - 5pm Monday to Friday

Salary and benefits information will be available upon interview

In this job you will not only demonstrate excellent interpersonal skills but also the ability to utilise your IT skills and your customer service skills to ensure the position of Stores Operative – Compressor Spares is completed effectively. If you feel you have the right skills for this position please apply today

Job Type: Full-time

Closing date for applications: 7<sup>th</sup> October 2017

Please submit CVs to [jobs@pps.co.com](mailto:jobs@pps.co.com)