

Job Title: Trainee Technician
Location: Studley Green, High Wycombe HP14 3XB
Job Start Date: Immediately
Job Salary: £24-£28K

JOB DESCRIPTION:

We are an extremely busy, family run, local garage and we are looking for the right Person to join us. The main services we offer are, MOT's 4 & 7, repairs, diagnostics, servicing, tyre repairs/replacement, 4-wheel alignment & A/C.

We also have a large fleet of over 30 hire vehicles, which range from Luton vans to small cars. We are keen to employ an enthusiastic mechanic with a keen eye for detail and an approachable friendly manner.

The mechanics role will involve all aspects of vehicle repair and maintenance on cars and light commercial vehicles. Knowledge and capability to carry out most basic repairs on vehicles, e.g. servicing to a high standard, brakes, exhaust and general low level repairs.

Willingness and enthusiasm to learn new skills is essential, as support and training will be given.

JOB PURPOSE:

- To maintain a High level of technical work with attention to detail and to maintain records in line with company expectations.
- To keep work areas tidy and efficient at all times in line with Health & safety guidelines
- To follow company policies, rules and regulations
- General Mechanic duties.

RESPONSIBILITIES:

Maintain equipment and MOT working area in a clean, tidy and safe condition, also maintain the workshop to the best presentation level possible.

To use diagnostics equipment with a systematic approach, ensure vehicle faults are correctly diagnosed and rectified, meet with customers to identify and understand problems as and when required.

Complete relevant service documentation (job sheets, PDI's, service reports) in line with manufacturer, warranty and dealer requirements.

Ensure all cars have the appropriate job cards and that the cards are completed accurately.

Control the work flow as per the job cards, in some cases running multiple jobs simultaneously .

Ensure that all plant and equipment is maintained correctly and any defects reported accordingly and be familiar with and work to the companies Health & Safety standards

Advise and report any issues relating to Health & Safety and comply with all company policies and procedure.

SKILLS REQUIRED

- Excellent workshop knowledge and technical skills teamed with a sound knowledge of computerised vehicle diagnostic and testing equipment
- Up to date relevant product knowledge
- Good communication skills, customer service and inter-personal skills teamed with the ability to communicate effectively and to problem solve quickly and effectively.
- Manage your time effectively and prioritise workload

PERSONAL SPECIFICATION

1. Energetic, proactive, calm under pressure, highly personable with a mature personality.
2. Strong Team-worker with the ability to thrive in a small closely knit and dedicated team.
3. Excellent organisational skills
4. Self-Motivated and with the ability to work unsupervised.
5. Previous work as an automotive technician for 7+ years

PREFERRED/ESSENTIAL QUALIFICATIONS:

FULL DRIVING LICENCE

LEVEL 1 or 2 QUALIFICATION IN LIGHT VEHICLE MAINTENANCE & REPAIR

PERSONAL & WORK REFERENCES (will be taken up prior to job offer)-Essential

HOURS

Mon – Fri 8am -5.30pm

Alternate Saturday s 8am – 1pm

BENEFITS

20 days holiday + bank holidays

Pension

To apply, upload your CV and covering letter to info@studleygreenvehiclecentre.co.uk if applicable.