

Gordon Hegarty and Sons Ltd is a long-established company located in Carlow, Kilkenny and Kildare dealing in both New and Used Agricultural Machinery and are offering an exciting opportunity to join a hard-working team.

We currently have the following position available at our Kilkenny Branch

Job Title: Workshop Administrator

Role: The Workshop Administrator will be reporting to the Branch Manager and be an integral part of the team responsible for the day to day safe and efficient running of the workshop. It also involves creating and submitting of warranty claims in a timely manner.

Duties:

- Managing workshop jobs on the computer system- opening job cards, issuing parts to job cards, uploading mechanic hours and closing jobs to create an Invoice to the end customer.
- Ordering of all warranty parts for the service department.
- Maintain health and safety standards in the workshop.
- Dealing with customer service calls and have a good telephone manner.
- Be knowledgeable enough to deal with technical issues that a customer might have.
- Creating and submission of all warranty claims to suppliers.
- Involvement of all administrative aspects of the service department.

The ideal candidate will have:

- 1-2 years' experience gained in an agricultural machinery dealership is preferable but not essential.
- Motivated, hardworking and dedicated to achieving high standards.
- Excellent IT, written and verbal communication skills.
- Strong customer service skills.
- Ability to consistently meet deadlines.
- Good Technical Knowledge of all aspects of Tractors and Agricultural Machinery.
- Full support and training will be provided.