



GH Pearman Agricultural Engineers Ltd

## **Background**

### **About the company:**

We are an independent, family run, agricultural engineering company established in 1960, situated in the village of Fillongley, North of Coventry.

The company is centred around agricultural and horticultural machinery servicing, repairs and maintenance as well as selling agricultural supplies and general machinery parts.

### **The role:**

We are looking for a motivated Parts Manager with initiative and ambition to join our growing team. The post holder will be responsible for managing parts, including sourcing, ordering and maintaining our stock of parts to support the efficient running of the business.

Responsibilities also include sales of garden machinery.

## **Job role details:**

### **Main duties:**

- Day to day running of the parts department
  - Ensuring parts are ordered when required as per customer/workshop requirements.
  - Ensuring the relevant department e.g workshop and office staff are aware of the ordering and processing parts; actively managing the process from start to finish.
  - Build and maintain supplier relationships in order to get favourable terms and prices.
- Promotional and marketing activity
  - Showroom layout in line with seasonal changes
  - Developing and promoting the parts department
  - Actively promote the sale of garden machinery

### **The applicant will:**

- Have a demonstrable understanding of the parts process from ordering, pricing, and invoicing along with an awareness of stock control
- Have excellent communication skills with customers, internal staff members and suppliers
- Self-motivated and able to work under own initiative and as part of a team
- Be forward thinking; looking at ways to improve product and service offering
- Have demonstrable experience of marketing and parts promotional activity, including showroom display/layout
- Possess a full UK driving licence
- A sound knowledge of agricultural machinery is essential

### **Ideal person skills and qualifications**

- You will be adaptable to things changing on a day-to-day basis
- You will be organised with good attention to detail



- You will be self-motivated with drive and ambition
- You will have good communication skills
- You will be a team player
- You will possess a good level of numeracy and literacy
- You will be IT literate

**Previous experience:**

- Agricultural experience (preferably in agricultural machinery)
- Experience dealing with farmers (not essential but desirable)
- You will have previous parts process knowledge and experience (essential)
- IBCOS GOLD knowledge/experience (not essential but must have experience of using a database system for parts/ordering)

**Addition Information**

**Working Hours:**

Monday – Friday 8.00-17.30 (8.00-16.30 in the winter months) with 1 hour for lunch.  
Saturday mornings 8-12 on a rota basis. Additional harvest hours may also be required in peak season.

**Employee Benefits:**

- A competitive salary with bonus (package dependant on experience)
- 20 days holiday plus Bank Holidays. 1 additional day per year accrued after first year of employment (up to 25 days + Bank Holidays)
- Private health care
- Mobile Phone