Job Title: Valeter

Location: Studley Green, High Wycombe HP14 3XB

Job Start Date: Immediately

Job Salary: £22-£25K

--------------------------------------------------------------------------------------------------------------------------

DESCRIPTION:

We are an extremely busy, family run, local garage and hire company

We have a large fleet of over 30 hire vehicles, which range from Luton vans to small cars.

We are keen to employ a vehicle Valeter.

JOB PURPOSE:

• Valet our own vehicles and customers cars

• Check in and out hire vehicles, conduct full damage checks on vehicles

• To have a good level of attention to detail

• To keep work areas tidy and efficient at all times in line with Health & safety guidelines

• To follow company policies, rules and regulations

• Collection and drop off of vehicles

* Manage inventory and reorder supplies

RESPONSIBILITIES:

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

procedure.

SKILLS REQUIRED

• Ability to clean vehicles to a high standard

• Check vehicle levels

• Good communication skills, customer service and inter-personal skills teamed with the

ability to communicate effectively with customers and colleagues

• Be Flexible and possess a good sense of humour

• 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.

PREFFERED/ESSENTIAL QUALIFICATIONS:

FULL DRIVING LICENCE

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.