

Job Description

Parts & Materials Controller

RH02/21-



Position:	Parts & Materials Controller
Start Date:	March 2021 (subject to agreement)
Payment Scale:	RH-BAND3
Salary Range:	£19,500 – £28,000 (Depending on experience)
Employment Type:	Contracted
Employment Duration:	Permanent

About Renuvo

Operating from Tamworth in the Midlands, Renuvo are an established mechanical and electrical contractor whose market is mainly in the delivery of high quality gas, oil and renewable energy 24hr maintenance and installation contracts to the public and private sectors. The company maintain over 10,000 domestic and commercial properties and install around 700 heating systems each year. These include conventional boilers as well as low-carbon technologies such as air and ground source heat pumps, biomass and solar technologies.

Creating a Sustainable Future

As an award-winning company, Renuvo has become an established name for quality and reliability within the M & E sector, particularly within the rapidly growing renewable energy market. Our values and vision are aligned with the Government's agenda to reduce greenhouse gas emissions by supporting our clients to seek alternative low-carbon means of heating and power. As a customer focussed organisation, we are firmly committed to embracing a sustainable future through investing in environmentally friendly digital infrastructures and renewable technologies. Working collaboratively with our stakeholders, clients and staff, we aim to revolutionise the way in which homes and businesses derive their heating and electrical consumption and maintain our lead in the delivery of new and emerging technologies.

Job Overview

This is a full-time job offering a negotiable salary, depending upon experience and competencies. Successful candidates will benefit from being part of a select team of professionals with opportunities to progress in their career.

As a key team member, working periodically from home, you will be provided with a salaried income, a pension along with a number of other generous benefits and will work on a range of term contracts, supporting colleagues who live and operate across the East and West Midlands.

Job Description

As a progressive business, we are looking to enhance our office based customer service team with an experienced and competent *Parts and Materials Controller* who can act as a the company's specialist, liaising with our managers and engineers with the identification, pricing, ordering and timely supply of goods in installation and maintenance operations. The role will also provide support for our customer services team during peak times with the planning and scheduling of service and responsive repair work.

A high level of performance is the key for success in this role as you will be responsible for supporting the delivery of exceptional levels of service to Renuvo's variety of clients and customers, while acting as a key negotiator and liaison between manufacturers, supply chain partners and our company.

You will play a major part in the development of cost-effective purchasing of new and alternatively sourced parts and materials, effectively managing and growing your own cost centre within this vital area of our business. Extensive product knowledge and their application within the heating industry is an essential element of this role. An understanding of green technologies and a practical background in the gas heating industry would be advantageous but not essential.

Responsibilities

You will be responsible for:

- Identifying parts from information sent through our engineer's hand-held devices from site
- Managing an end-to-end process from the identification and validation of parts required to the provision of value sourced financial information to our finance controller such as price, client order number and purchase/cost reconciliation
- Ordering parts in a timely and cost-effective manner and ensuring that order numbers are property inputted into Renuvo's property management system
- Raising purchase order numbers and inputting onto job information to ensure accurate costings
- Support management in the negotiation of agreements and act as liaison between manufacturers, suppliers and Renuvo
- Support our customer services team to ensure purchase orders are reconciled and parts are received/collected within key performance deadlines for our site engineers
- Where necessary, provide the relevant financial information to Renuvo's finance controller in order to ensure chargeable parts are invoiced in good time

- Ensure that van stock is ordered, inventoried and replenished to maintain van stocks for our reactive repair teams
- Support our customer services team in the planning, resourcing and allocation of jobs to engineers via our property management system, Callsys

Qualifications

- A minimum of 5 years experience in the gas heating or parts industry, ideally with practical experience at a supervisory level
- A full, largely clean, drivers licence
- Have at least two recent good references, one from a recent employer
- Preferably hold ACS or have C or above certificates in English and Maths (GCSE / O Levels) or equivalent, depending upon training/educational background

Personal Qualities & Skills Required

- Full computer literacy with good administrative and numerical skills
- Hard working, innovative, mature minded and professional in their commitment to the success of our company
- Ambitious with a commitment to exceptional customer service
- Capable of working to deadlines under pressure
- Competent at multi tasking and good at problem solving
- Willing to periodically work outside of normal working hours (Mon- Fri)

Reporting to:

Graham Miles – Contracts & Compliance Manager

Closing Deadline:

22nd February 2021

Shortlisting:

24th February 2021 with interviews on Friday 26th February

Interview

Please note that interviews will take place over Zoom or Teams in the first instance.

Please send your completed application to john.percival@renuvo.co.uk

If you have any questions, please call 01827 870 950