

# Job Description

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Job Title: Tyre Administrator

Department: Operations

Location: Ipswich



## Main Purpose of Job:

To assist the tyre manager with the running of the tyre department by working through job sheets, dealing with incoming calls from customers and completing reports and tasks that will enable the business to develop and grow.

## Supervisory Responsibilities:

N/A

## Skills & Personal Attributes Required:

- General computer system literacy
- Excellent telephone manner and customer relationship skills
- Possess High Levels of Accuracy
- Ability to work well within in a team and on their own by using initiative.

## Main Duties/Responsibilities:

- To input and update the system with costs received making sure that the company stays within budgets that have been set.
- Keep the systems up to date with tyre movements to enable us to closely monitor usage.
- To deal with incoming calls relating to tyre breakdowns in a timely and professional manner.
- To keep the tyre manager and operations manager informed of all customer and fleet tyre issues as soon as possible.
- Ensure Tyre Tread Readings are kept up to date for internal audit and accounting purposes.
- Make sure that customers are aware of recharges as soon as possible.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_