

## Job Description:

# Dual Role: Parts and Vehicle Assessment Assistant

## About Us

Wyndon Motors, established in 1964, is Coventry's longest-standing bodyshop. With over 20 manufacturer approvals, including Tesla, Mercedes-Benz, Audi, and Aston Martin, we've been a trusted partner in the motor industry for 60 years. As we continue to expand, we're looking for enthusiastic individuals to join our team.

## About the Role

This dual-role position offers the opportunity to train within the **Parts Department** and with a **Vehicle Damage Assessor**. You'll gain experience in ordering parts, managing stock, and supporting workshop operations while learning to assess vehicle damage, estimate repair costs, conduct repair assessments, and liaise with insurers.

## Key Responsibilities

- Order and receive parts, manage stock, and update the management system.
- Liaise with workshop staff, suppliers, and vehicle damage assessors.
- Prepare and maintain accurate records of estimates using Audatex (training provided).
- Inspect damaged vehicles, identify repair methods, and communicate with insurers for repair authorisations.
- Attend production meetings and contribute to team goals.
- Deliver exceptional customer service, including answering calls and responding to emails.
- Capture and upload vehicle images for assessments.
- Adhere to company policies, guidelines, and health and safety regulations.

## About you

- A strong desire to work in the motor trade (experience is not essential).
- Excellent team player with a proactive work ethic.
- IT literate and detail-oriented.
- Ability to work methodically and meet daily targets.
- Full UK driving licence.

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### Benefits

- 28 days of annual leave (including bank holidays), plus additional leave for long service.
- Workplace pension.
- Uniform provided.
- Manufacturer learning programmes and full onsite training.
- Career progression opportunities.
- No weekend work required.
- Overtime available at management discretion.
- Bonus scheme.

### How to Apply

If you're ready to start an exciting career in the motor trade, contact us and we'll endeavour to help. We look forward to hearing from you!

### Work Location:

Coventry (in person)

### Working hours

40 hours per week (Monday to Friday, 8-hour shifts)

### Salary

£7.55 - £12.21 per hour (Full-time, Permanent)

Email your CV's to: [a.rowe@wyndonmotors.co.uk](mailto:a.rowe@wyndonmotors.co.uk)