

## **City Mobility**

### **Workshop Assistant**

#### **JOB DESCRIPTION**



#### **Overview**

Galaxy Marketing Scotland Ltd TRADING AS CITY MOBILITY is an extremely specialised business established in 2002 catering exclusively for customers who use mobility equipment to stay mobile.

We are looking for a Workshop Assistant to work alongside our Service Team looking after a range of mobility products including mobility scooters and powered wheelchairs.

The role is based in the Highlands and may eventually involve travel across Aberdeen/shire and Moray. Our HQ is currently in Inverness but may move to somewhere in the Inner Moray Firth area.

Because you will be working at the homes of vulnerable people a Disclosure Scotland check will be required.

We appreciate it will take time to gain the knowledge and skills involved due to the specialised nature of the role. We'd be very surprised if you have all the knowledge and skills you need on day one, but most importantly we are looking for someone that has an aptitude in working in a mechanical/electrical area and the enthusiasm and work ethic to grow into the job.

The job can be very rewarding knowing your work has a vital and positive impact by improving someone's mobility and life.

Hours: 37.5-42.5 hours per week by agreement. Monday to Friday 8.30/9/9.30am – 5/5.30pm, with a ½ hour unpaid lunch break.

Salary: Depending on age. £19,500 - £24,000

#### **Job Description**

Your duties will include:

- Supporting Engineers with servicing and repairs to (mainly, but not limited to) mobility scooters and powered wheelchairs;
- building and testing products before delivery;
- Delivery and collection of products;

- Travelling to customers' premises (normally a home environment);
- good face to face and telephone manner;
- some admin duties by both computer and paper methods;
- Stock control.

## **Person Specification**

Applicants must:

- Have experience in, or an aptitude for, mechanical or electrical work;
- Be of a very calm, caring and patient nature suited to dealing with a specialised and vulnerable customer base;
- Be willing to listen and learn. Good clear spoken and written English;
- Be in possession of a full clean driving licence, preferably with experience in driving larger vehicles as safe and responsible use of small-medium sized company vans would be involved;
- Be organised and self-motivated with the ability to work in a fast-paced environment;
- Have good communication skills;
- Understand the importance of health and safety;
- Have basic IT knowledge, for duties such as using email, online ordering, online contact with customers and suppliers, stock control, using a card machine etc.