

Job Title: Workshop Technician

Location: Egham

Role Overview

The role is responsible for monitoring returns into the workshop carrying out testing alongside administrative duties.

Key Responsibilities

- > Booking goods in and out
- > Testing and servicing of faulty equipment
- > Creating Dynamics 365 RMA's
- > Updating Dynamics 365 RMA information
- > Ownership of Dynamics 365 RMA's to completion
- > Booking couriers where required for collections and deliveries
- > Processing Dynamics 365 Technical information requests
- > Processing Dynamics 365 loan requests
- > Programming/configuring loan and repaired equipment
- > Proactive administration and maintenance of service loan stock, stored in a tidy and accessible state
- > Proactive administration of service spares stock, stored in a tidy and accessible state

Desirable Skills

- > Experience of the AV industry
- > Exposure to a workshop/warehouse environment.

Further Details

Salary: Dependant on experience
Reporting to: Returns & Technical Services Supervisor
Department: OPS
Hours: 9-hour day on a rotational shift pattern between 7am-7pm, Monday-Friday

Contact

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