



Force Equipment Service & Hire is a leading contractor of earthmoving machinery through-out Australia. In addition to machinery hire we operate full earthmoving workshop facilities in Perth, Kalgoorlie-Boulder, Port Hedland, Geraldton and Mackay in Queensland.

This is an exciting opportunity for a professional Workshop Service Manager to further their career. Based at our modern service workshop in Forrestfield the position is responsible for the management of our workshop operations covering both company and client owned earthmoving equipment.

Main tasks include:

- Management of client service schedules
- Allocation of daily and monthly tasks to workshop team
- Assist with fault diagnosis
- Effective ordering of parts to ensure timelines are achieved
- Leadership of workshop team to ensure highest standards are maintained within timelines
- Customer invoicing for completed work
- Achieve company safety standards within your team through supervision and OHS leadership
- Communication with clients to ensure customer satisfaction
- Compliance with company policies and procedures

This is a **crucial role** within the organisation; therefore the **following skills** are paramount for a successful candidate:

- Prior experience managing a workshop in Mining, Earthmoving or Construction
- Ability to supervise staff and provide feedback on their work
- Outstanding communication skills (written and verbal)
- Computer literate
- Planning and organising work to match work schedules
- Experience with Caterpillar earthmoving equipment highly regarded

A comprehensive salary package will be offered to the successful qualified applicant for this key senior role.

If you are interested in working with our progressive company, please submit your application covering the tasks and skills above, along with your resume to Amanda O'Brien by fax (08) 9352 8488 or by email - amanda.obrien@forceequipment.com.au.

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Workshop Service Manager	V1.0	1/7/2010