

Recruitment Document

Parts Manager – Recruitment Specification



Jamie.Sheridan@Greyhoundrecycling.com



Table of Contents

Garage Parts Manager – Recruitment Specification	2
1. Introduction to the Role	2
2. Background of the Ideal Candidate.....	2
3. Core Traits & Competencies	3
Operational Control	3
Commercial & Inventory Discipline	3
People Leadership.....	3
Supplier & Stakeholder Management	3
Continuous Improvement.....	3
4. Key Responsibilities	3
5. Key Performance Indicators (KPIs).....	4
6. Reporting Structure	4
7. Cultural & Organisational Fit.....	4
Generous	4
Grounded.....	4
Optimistic.....	4
Resourceful	4
8. Career Development & Future Outlook.....	5
9. Compensation & Benefits	5



Garage Parts Manager – Recruitment Specification

Greyhound Recycling

Recruitment Document

1. Introduction to the Role

Greyhound is recruiting a disciplined, commercially aware and operationally strong **Garage Parts Manager** to take full ownership of the parts procurement, inventory and supply function supporting its fleet and workshop operations.

This role sits at the centre of vehicle uptime, cost control and maintenance efficiency. The Parts Manager ensures the right parts are available at the right time, at the right cost, without excess stock, waste or delay. Poor parts control creates downtime, inefficiency and unnecessary spend. Strong parts control protects productivity, safety and margin.

This is not a clerical or transactional role. It is a leadership position responsible for running a structured, accountable parts operation that supports mechanics, garage management and wider operations without friction.

The successful candidate will treat the parts department as a controlled business function, not a storeroom.

2. Background of the Ideal Candidate

The ideal candidate will have proven experience as a **Parts Manager, Parts Business Manager or Senior Parts Supervisor** within a commercial vehicle, truck, trailer, plant, off-highway or automotive environment.

They will bring:

-  Strong understanding of commercial vehicle parts operations
-  Experience managing stock, suppliers, budgets and parts teams
-  Confidence supporting workshops with accurate, timely parts supply
-  A practical mindset grounded in operational reality
-  Commercial awareness of margin, waste, downtime and stock value

Experience in a main dealer, fleet, logistics or high-volume workshop environment is strongly preferred.

3. Core Traits & Competencies

Operational Control

- 🔄 Runs the parts function with structure, accuracy and predictability
- 🔄 Ensures workshop and internal customers are never delayed due to poor parts availability
- 🔄 Maintains tight control over ordering, receipting, storage and issue of parts

Commercial & Inventory Discipline

- 🔄 Understands how stock value, obsolescence and over-ordering impact margin
- 🔄 Controls inventory levels to meet demand without excess or waste
- 🔄 Uses data to manage turnover, slow-moving stock and supplier performance

People Leadership

- 🔄 Sets clear expectations around accuracy, service and professionalism
- 🔄 Builds a department that mechanics trust and rely on

Supplier & Stakeholder Management

- 🔄 Builds strong relationships with key suppliers
- 🔄 Negotiates pricing, availability and lead times
- 🔄 Acts as the primary interface between parts, workshop, garage management and operations

Continuous Improvement

- 🔄 Actively identifies inefficiencies in ordering, storage and issue processes
- 🔄 Improves accuracy, speed and service through better systems and discipline
- 🔄 Treats improvement as part of daily operations, not an occasional exercise

4. Key Responsibilities

- 🔄 Take full ownership of the day-to-day operation of the garage parts department
- 🔄 Ensure efficient supply of parts to internal workshops and approved external customers
- 🔄 Manage parts procurement, inventory levels and supplier relationships
- 🔄 Act as a key support to the Garage Manager, providing informed guidance on daily operations, priorities and task allocation.
- 🔄 Control stock accuracy through daily, weekly and cyclical stock checks
- 🔄 Monitor parts usage, turnover and waste, taking corrective action where required
- 🔄 Support garage management by ensuring parts availability never drives downtime

- 🔄 Prepare budgets, forecasts and performance reviews for the parts function
- 🔄 Monitor departmental profitability and identify opportunities to improve margin

- 🔄 Ensure the parts department is clean, organised, compliant and audit-ready
- 🔄 Ensure all parts processes align with Greyhound policies, procedures and standards

5. Key Performance Indicators (KPIs)

- 🔄 Parts availability supporting zero avoidable workshop downtime
- 🔄 Stock accuracy maintained at agreed internal benchmark
- 🔄 Inventory value controlled within agreed budget
- 🔄 Reduction in obsolete and slow-moving stock
- 🔄 Supplier performance measured on cost, quality and lead time
- 🔄 Positive feedback from workshop and garage management
- 🔄 Team performance, retention and development

6. Reporting Structure

Reports to:

Garage Manager / Fleet Operations Manager

Manages:

Parts department

Works closely with:

Garage Managers, Workshop Supervisors, Fleet Maintenance, Operations and Finance

7. Cultural & Organisational Fit

All Greyhound leaders are expected to demonstrate the company's core values:

Generous

Support colleagues, share knowledge, and act in the best interest of the wider business.

Grounded

Remain practical, honest and connected to operational reality.

Optimistic

Approach challenges with a solutions-focused mindset rather than blame or delay.

Resourceful

Solve problems creatively, improve systems and avoid "this is how it's always been done" thinking.

The Garage Parts Manager is expected to role-model these values daily through their leadership, decisions and standards.

8. Career Development & Future Outlook

This role offers progression into:

-  Group Parts or Procurement Management
-  Broader commercial or operational leadership positions

Exposure will include cost control, supplier negotiation, systems improvement and cross-functional leadership.

Greyhound actively supports development through training, responsibility expansion and internal progression.

9. Compensation & Benefits

-  **Base Salary:** €50,000 – €55,000, aligned to experience, fleet scale and level of commercial responsibility
-  **Bonus:** Performance-related bonus linked to agreed departmental KPIs including stock control, availability and cost management
-  **Pension:** Employer pension contribution in line with the company scheme
-  **Cycle to Work:** Participation in the Cycle to Work scheme
-  **Career Progression:** Long-term development and progression within a stable, growing business with increasing operational responsibility