



GROVER ARC Ltd is an independent FCA regulated family car accident management company that has been established since 1989, currently employing 30+ staff, and based in the West Molesey, Surrey area with close connections to all forms of public transport. We are accredited to BS 10125 and BSI Kitemark™ for vehicle damage repair as proof of our commitment to safety and compliant vehicle repairs. We pride our reputation built on strong performance and trust delivering reliable and high-quality accredited repair to our customers vehicles, whilst delivering excellent customer service.

GROVER ARC Ltd is endorsed by manufacturers, insurance companies and work providers to cover a broad postcode area.

We are also accredited PAS2060 Carbon Neutral certification.

Job Title: Parts Supervisor

Salary: £35,000 - £37,000 + Bonus

Location: West Molesey, Surrey

We are looking for an experienced Parts Supervisor to run our busy Parts Department and to join a leading team, with a shared passion for excellence in quality repair and customer service. We run a busy and efficient workshop with over 40+ cars being repaired each week.

Responsibilities of Parts Supervisor:

- Responsible for leading a busy Parts Department.
- Managing the ordering of all parts that are required by the business and customers.
- Responsible for cost control, discount structure, and the inputting of parts invoices on the management software system.
- Keep all work areas clean and tidy.
- The ability to work in a competent and efficient manner on your own and part of a busy team.
- Strong communication skills and attention to detail.
- Able to work with other sections of the business such as MET Technicians, Customer Service etc.

We are looking for:

- Previous experience as a Parts Advisor/Supervisor.
- Strong stable job history.
- Ability to thrive within a busy Parts Department.
- Able to work with Windows PC systems and office suite programmes.

Working Hours:

- Monday to Friday 7am – 5pm
- No weekends

Benefits:

- Competitive salary plus performance related individual weekly bonus
- 28 days annual holiday (this includes public bank holidays)
- End of month Friday lunch
- Private health care with BUPA
- Full training on systems and technical equipment

To Apply:

- Please email Gary Gregory at [gary@groverarc.co.uk](mailto:gary@groverarc.co.uk)