

## **Job Description: Motorcycle Calibration Support Administrator (permanent)**



**Department: Design - EMS**

### **Job role overview:**

To support the Engine Management and Emissions calibration team with essential support. The role is varied in that it will involve organising, chasing deliverables, fetching, and carrying and generally supporting the dept with a multitude of tasks in both an admin and logistical manner. Booking testing trips and chasing issues through, across multiple departments. The ideal candidate will hold a driving licence, be organised, hardworking and reliable.

**Report to: EMS & Emissions Team Leader**

**Location: Factory 2, Normandy Way, Hinckley, Leicestershire LE10 3BZ**

### **Duties and Responsibilities:**

- Organising of testing trips, logistics and other bookings.
- Test co-ordination - Getting bikes organised for tests, ordering parts required, work requests
- Admin tasks – purchase requisitions, chasing signatures, chasing other aspects like deliverables etc.
- Admin tasks – Organising files, maintenance, first aid, safety checks, COSH, skills matrix.
- Driving logistics.
- Ensuring bike fleet is taxed/insured/MOT etc.
- Present results and data in an accurate manner.
- Carrying out various H&S checks.
- To undertake and assist with projects as required by your Manager.
- Any other ad-hoc duties as required by your Manager.

# Person Specification: Motorcycle Calibration Support Administrator (permanent)



	Essential	Desirable
<b>Qualifications and Attainments</b>	Valid Driving License	Maths and English GCSE grade C or above.
<b>Professional Experience and Skills</b>	Proficient in Microsoft Packages including Excel, Word and Outlook.	Previous experience of a similar role
<b>Personality and Motivation</b>	Self-motivated and resilient. Flexible and adaptable. Able to take instruction and work under pressure. Excellent communication skills, clear and concise written and verbal skills and well organised	
<b>Appearance and Characteristics</b>	Well presented.	
<b>Circumstances</b>		