



## Spare Parts Interpreter

Brunel Energy Holding BV • Perth CBD & Inner Suburbs WA

 Base pay  
\$0 - \$0

 Work type  
Full Time

 Contract type  
Permanent

### Job details

 Date posted  
**25 Jul 2021**

 Expired On  
**28 Jul 2021**

 Category  
**Trades & Services**

 Occupation  
**Mechanic, Automotive, Repair**

 Base pay  
**\$0 - \$0**

 Contract type  
**Permanent**

 Work type  
**Full Time**

 Job mode  
**Standard hours**

 Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

### Perks

TRAINING

### Skills

TEAM PLAYER

MICROSOFT POWERPOINT

MICROSOFT WORD

FIELD SERVICES

MAINTENANCE

### Full job description

#### About this role:

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Brunel have partnered with a leading International OEM to successfully recruit and place a suitably qualified Spare Parts Interpreter to support our Client's Major Projects Portfolio. This is a permanent position based at their head office in Perth CBD with the option of working at their Henderson site. The role is responsible for the efficient supply and delivery of spare parts to the company's customer base.

- Manage and coordinate all aspects of the execution of spare parts enquiries
- Liaise with the Client and internally with regard to spare parts identification
- Clarify any issues i.e. warranty, delivery and Scope of Work responsibilities with Client
- Generate RFQ's for vendors to tender for parts and components
- Generate an accurate offer for the supply & delivery of the items the

client requests, clearly protecting the companies interest while fulfilling the clients expectations

- Prepare pricing for supply of parts and components for presentation to clients using the established procedures & systems including liaison with Engineering, Commercial & Legal Department
- Prepare schedules for the management of the work in progress, and update and amend the schedules, as necessary, to optimise completion dates
- Carry out field service calls to attend to any parts/component issues either with vendors or clients in coordination with the Field Services Manager
- For procurement of replacement parts, components, wear parts and other subcontracts, arrange for the preparation and issue of documents in accordance to Company policy. Prepare component and equipment specifications for placement of orders that meet the quality and delivery requirements of both company & the client
- Arrange and oversee the manufacture of components
- Coordination functions during preparation of Operation, Maintenance and Spare Parts Manuals
- Complete progress reporting and client invoicing for all parts supply and service work related to parts supply
- Maintain contact with the Client and arrange/coordinate the expedient rectification of any equipment problems
- Assist in training of new spare parts personnel if required
- Any other task as identified and instructed by the line manager

**What you need to bring:**

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- Trades qualification or relevant experience
- Minimum 3 years' experience in similar role
- Good interpersonal and telephone skills with a team-player attitude
- Good organisation skills and the ability to manage priorities
- Advanced Word, Excel, PowerPoint and Database Management and sound knowledge of SAP

**Benefits:**

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- **Permanent Position**
- **Perth CBD/Henderson Locations**
- **Working for a Leading International OEM**

**Anything Else?**

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Brunel is a recruitment and flexible workforce solution provider which connects talented people with opportunities throughout Australasia and around the world.

We specialise in highly skilled roles across a variety of technical, professional, trades and craft disciplines, pairing candidates with industry-leading projects and organisations on a contract, permanent or secondment basis.

Operating in Australasia since 2001, Brunel has major bases of operation in Perth, Sydney, Brisbane and Port Moresby, which are further backed by the strength and reach of a truly global network spanning over 40 countries, 100+ offices and 45 years of successful operation.

Brunel is proud to be equal opportunity employer and encourages applications from Aboriginal and Torres Strait Islander and female candidates.