

Garage Support Assistant

Hours: Monday to Friday, 8:30 to 5:30pm, 40 Hours per week

Salary: £25,000 to £27,000, dependant on experience

The role is with Woking Community Transport, a not-for-profit organisation that provides transport for the local community, schools, NHS, and medical hubs and completes far more than 100,000 journeys per year.

As a transport organisation, sustainability is at the forefront of WCT's thinking. WCT has committed to a vehicle replacement programme to replace all current diesel vehicles with 100% electric versions by 2030.

As a garage support assistant, you will be required to assist the garage mechanics with servicing and daily requirements for the Woking Community Transport Vehicle Fleet.

Responsibilities will include but not limited to the following:

- Assist with vehicle safety inspections as required. (Training provided)
- Perform vehicle valet duties as required, to include vehicle sanitising.
- Complete all work-related tasks as directed by the Maintenance Manager.
- On occasion, perform duties of a Community Driver as required.
- Assist in the collection and delivery of the society vehicles.
- Help keep the repair shop clean and organised.
- Keep a professional appearance and attitude.

Essential Requirements:

- Driving licence, D1 category (101), this is an automatic right if you passed your driving licence prior to January 1997.
- Enhanced DBS, required due to the vulnerable nature of our passengers.
- Good verbal and written communication skills.
- Willingness to learn and undertake training where required.

Benefits:

- Company sick pay
- Staff uniform
- On-site parking
- Stakeholder pension scheme
- Summer and Christmas staff functions
- Free Flu/Covid vaccinations



We are an equal opportunities employer and ensure that no applicant will receive less favourable treatment based on gender, age, disability, religion, belief, sexual orientation, marital status, or race or is disadvantaged by conditions or requirements that cannot be justifiable.