

## WORKSHOP & PARTS COORDINATOR

Road Runner Panel & Paint is Southland's trusted collision repair and refinishing specialist. We have recently moved into a much larger premises at 54 Bay Road, Invercargill with a custom fit-out to give our team the space, tools and layout they need to work at their best.

This is a key operational role that keeps the workshop running smoothly and supports the entire team.

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### The Role

We are looking for a practical, hands-on Workshop & Parts Coordinator who will take pride in keeping things ready, organised, safe and efficient. You will be the go-to person for our tradesmen, keeping the yard and workshop tidy, staying on top of parts, handling maintenance jobs and making sure small tasks get done before they become problems.

A large part of this role is being the "housekeeper" of the workshop – you will be responsible for cleaning every vehicle that comes through our doors (around 40 vehicles each week) and for sweeping, tidying and keeping the common areas presentable every day. The tradesmen keep their own bays clean, but everything else is yours to own.

This is a destination role, not a pathway to an apprenticeship. We want someone who is proud to support the team and be recognised for improving how the workshop runs.

From day one, this role includes diagnostic scanning, thorough vehicle check-in processes and final groom and quality control checks. These steps are critical to our quality standards and customer satisfaction, and we need someone who will treat them with the seriousness they deserve.

You will need an exceptional eye for detail and the initiative to spot what needs doing next, without waiting to be told. We want you to help us find ways to enhance our processes and deliver an experience that makes customers walk away from Road Runner telling everyone how awesome their experience was.

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## KEY RESPONSIBILITIES

### Parts Coordination

- Receive, check and organise all parts deliveries, ensuring accuracy against invoices
- Coordinate returns and dispatch of parts and liaise with suppliers
- Ensure all parts required for the next day's jobs are organised and placed on trolleys ready for the technicians
- Complete minor repairs on panels that arrive damaged, where appropriate
- Constantly look for ways to improve the flow of parts to make jobs more efficient

### Workshop Coordination

- Carry out a thorough check-in process for every vehicle arriving at the workshop
- Perform diagnostic scanning as part of the intake process
- Conduct final groom and quality control checks on completed vehicles before delivery
- Wash and groom all vehicles before delivery back to customers
- Move vehicles safely around the yard and in and out of the workshop
- Act as first-aider and keep basic H&S items in check such as spill kits and fire extinguishers
- Keep the workshop and yard tidy, safe and organised including waste and recycling
- Take ownership of facility maintenance – if a drain is blocked, sort it. If the rubbish bins are full, get them emptied. If we are out of supplies, order them. If a car arrives dirty, notice it and clean it at check-in. If water is left on the floor after a car is brought in, mop it up before someone slips. Change the lightbulb, call the plumber, notice a roof leak and call the landlord. This may include repainting a fence, repairing a heater,

filling diesel heaters or even making sure there is tomato sauce in the lunchroom. Whatever it takes to keep the facility running at 100 percent.

- Run local errands and handle vehicle and customer pick-ups and drop-offs
  - Carry out general handyman tasks such as minor repairs, replacing bulbs and basic fixes
  - Assist with loading and unloading tow-ins and recoveries
  - Support the production team with simple prep tasks if suitably skilled such as masking or sanding
  - Help with minor panel repairs or plastic repair work if capable or willing to be trained
  - Keep an eye out for simple safety issues and deal with them quickly
  - Ownership of the organisation of our materials and supplies
  - Keeping our courtesy cars fuelled up, clean and tidy ready for our customers
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### **About You**

- Full NZ driver licence and confident driving manual vehicles & towing trailers.
  - Physically fit and comfortable moving vehicles in a busy yard
  - Detail-minded, especially with checking parts, vehicle check-ins and QC processes
  - Comfortable using several computer programs – you need to be literate and tech-savvy enough to pick things up quickly
  - Takes ownership and pride in keeping the workplace safe, tidy and efficient
  - Reliable and punctual with a strong work ethic
  - Happy to be part of the team, spend breaks in the lunchroom and get involved in social outings
  - Has a sense of humour and enjoys being around people
  - Previous automotive or panel beating experience is a big plus
  - Handyman or maintenance skills are also very welcome
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### **What We Offer**

- Full-time role, 40 hours per week, Monday to Friday (8am-5pm Mon-Thurs and 8am-4pm Fri)
  - A larger, modern facility with a well-thought-out fit-out and organised workspace
  - Supportive leadership that values contribution and reliability
  - A role where your work is visible, appreciated and makes a genuine difference
  - This role can grow as big as you wish, and as you add value, we will recognise that with increased responsibility and remuneration.
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### **Culture Fit**

We are a no-drama, no-nonsense team that works hard, has a laugh and looks after each other.

If you are the type who takes pride in pitching in, keeping things sorted and being someone the team can count on, you will thrive here. If you prefer to hide in your car on breaks, drag your heels or spend your day on your phone while others work, this is not the place for you.

We don't care about your past, your age, your gender - we care about the positivity you will bring and the value you will add to our team.