



Employment Opportunities Bulletin

Week beginning 9th October 2017

Score Group PLC

PSV Repair Co-ordinator

Full Time - Peterhead, United Kingdom

The PSV Repairs Co-ordinator will work in the Safety Valve Division offices and is responsible for the processing of all repair jobs throughout the department.

Duties and Responsibilities

- Ensure all work is carried out in accordance with company policies, procedures, standards and work instructions.
- Reviewing client instructions on receipt of product and opening repair jobs where required.
- Sending enquiries for price and delivery to suppliers.
- Quoting clients for all repair jobs processed through workshop.
- Creating pick lists for spares required.
- Creating job files for all relevant information.
- Utilising Score database 20:20 to search stock for spare parts.
- Liaising with Goods In/SQC departments to resolve all issues with purchased product.
- Carrying out review and approval of client purchase orders via the contract review procedure.
- Creating and checking of supplier purchase requisitions and order acknowledgements.
- Checking and updating of client status reports.
- Updating various client spreadsheets as and when required.
- Liaise with workshop supervision and management on daily basis to discuss any issues/priorities.
- Liaising with clients on daily basis on various issues/concerns.
- Converting all repair jobs and updating records on 20:20.
- Updating repairs quoting registers.
- Expediting of all repair jobs throughout each stage of the process.
- Attending regular internal meetings as and when required.
- Attending client premises for meetings as and when required.
- Any other reasonable duties as required to meet the needs of the business.



Morrisons (Peterhead)

Morrisons Supermarket, Peterhead

10 x Checkout Operators for evenings and weekends - 7.5hrs

2 x Replenishment night colleagues - 15hrs each

To apply:

Complete Morrisons application form and return directly to Morrisons Supermarket

Application forms are available from Morrisons and the Peterhead Jobcentre

Score Group plc

Job Available!

Shop assistant required

Monday - Friday: 12pm - 4pm

Alternating Saturdays: 8am - 3pm.

Application forms available in our shops or simply visit our photo album page and look for the album called 'Application Form' then print out and complete.

Please hand in your details to any of our three shops:

5a Ugie Road, Peterhead.

49 Broad Street, Peterhead.

57 Clerkhill Road, Peterhead.



Useful websites:

Apprenticeships: www.apprenticeships.scot

Jobs North: <http://www.jobs-north.co.uk/jobs/scotland/aberdeenshire-jobs/>

My job Scotland: <https://www.myjobscotland.gov.uk/>

S1 jobs: <http://www.s1jobs.com/>