



# Shop Assistant (Apprentice)

## **Job Description**

Singer Vehicle Design After-Sales Department is looking for a shop assistance / apprentice to help with daily tasks within the service department.

## **Role and Responsibilities**

- Maintain shop organization and cleanliness.
- Assist techs with various tasks through out the shop to include but not limited to sub-assembly of parts to be installed onto the vehicles.
- Organization and inventory of stocked parts
- Retrieve parts allocations for each vehicle in for services.

## **Job Requirements**

- High School Diploma
- Strong mechanical aptitude, be able to follow directions, and have a good eye for detail
- Team oriented, ability to multi-task and work in a fast-paced environment with several deadlines
- Strong communication and interpersonal skills; both oral and written
- Strong organizational skills with the ability to prioritize effectively and efficiently

## **Preferred Skills**

- Automotive technical training or equivalent
- 1-2 Years hands on experience