



We are looking for someone to join our busy team – could that be you?

A little bit about us

We are a Norwich based, family owned and run Company and have been in business since 1947.

We specialise in Cylinder Head, Crank and Block machining and repair, along with the sourcing and supplying of all parts in order to perform these tasks. This work is carried out in our Engine Shop.

We also have a very busy Diesel Workshop where we specialise in the cleaning, testing and reconditioning of Diesel Fuel Pumps and Diesel Injectors.

The third part of our business is the cleaning and repair of Diesel Particulate Filters (DPFs), where we operate state of the art equipment.

All three departments work seamlessly together and each compliments the other - all three departments are also very busy and there are daily deadlines to meet, along with high levels of customer expectation.

Our working day is between 8.00am – 5.00pm Monday to Friday (With a paid 10-minute tea break in the morning and a 30-minute unpaid lunch period)

We are currently looking to employ another member of staff to join, and be part of, our busy team.

The work at EDS is very varied – no two days are ever the same!



EDS (Engine & Diesel Services) Ltd
and DPF Recovery Ltd
Vulcan Road South, Norwich NR6 6AF
sarah@edsnorwich.co.uk

What we are looking for in a new team member

Engine workshop duties would initially include:

- Assisting existing staff in their day-to-day tasks (For example, assisting in the cleaning and stripping of cylinder heads ready for repair)

Diesel workshop duties would initially include:

- Assisting existing staff in their day-to-day tasks (For example, assisting in the cleaning of diesel injectors ready for testing)

The Diesel Particulate Filter (DPF) cleaning workshop duties would initially include:

- Assisting existing staff in their day-to-day tasks (For example, assisting in setting up DPFs ready to clean)

General day to day duties would initially include:

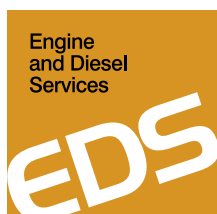
- Identifying, pricing and ordering of parts (with support from existing staff)
- Parcel packing and despatch
- General day to day computer admin (for example, adding parts to stock records and adding parts to jobs)
- Telephone enquiries (answering calls and taking messages initially)
- Customer 'face to face' enquiries (supporting existing staff as required)
- Plus, general office / workshop tidying / housekeeping on a regular basis.

There would be varied 'on the job' training 'in house' and we are looking for a general 'all-rounder' to become part of our busy team.

We are looking for someone who is a good team player, who shows initiative and drive and has the willingness to learn new tasks.

In terms of the Engine, Diesel and DPF workshops, there is the potential for the right person to learn many new skills and to progress within the Company.

If you are interested in the position we have on offer, please send your current CV to sarah@edsnorwich.co.uk – the closing date for applications is Friday 15th October 2021



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