



Stores and Vehicle Maintenance Coordinator

Runcorn

PVCR Ltd are looking to recruit a Stores and Vehicle Maintenance Coordinator for our recycling facility in Runcorn. PVC recycling is a convenient, economical and socially responsible way of protecting our environment. As a subsidiary of REHAU Group UK, PVCR is focused on growing the circular economy and we see innovation within PVC recycling as pivotal to our global sustainability strategy. By recycling post-consumer PVC windows and doors, PVCR minimises waste costs whilst realising the future value of recycled PVC and reducing the impact on landfill.

Your role:

To ensure uninterrupted operations and maintenance of high standards of safety and compliance. The successful candidate will manage the ordering, receiving, storage, and issuing of parts and materials for the recycling plant and vehicle fleet. Ensuring accurate inventory control using Sage 200 and coordinating the maintenance and servicing of the company's vehicle fleet.

Key responsibilities will include:

- Inventory and Stores Management;
- Receive and inspect all incoming critical spare parts and goods, ensuring accuracy and quality;
- Monitor and maintain appropriate stock levels to avoid shortages and excess;
- Ensure correct storage and labelling of parts and materials;
- Issue parts to production and maintenance teams in a timely manner;
- Conduct periodic stock counts and reconciliations;
- Liaise and build relationships with 3rd party suppliers ensuring high service standards are maintained;
- Schedule and coordinate routine maintenance, servicing, and repairs of the vehicle fleet;
- Liaise with external service providers and garages to ensure timely and cost-effective maintenance, building relationships with 3rd party suppliers to ensure high service standards are maintained;
- Maintain detailed records of vehicle history, service intervals, and compliance documents (MOT, insurance, tax);
- Coordinate lease hire equipment agreements and insurance arrangements with 3rd party suppliers to ensure compliance;
- Order and manage parts and consumables needed for vehicle maintenance.

Your profile:

The successful candidate will have the following:

- Demonstrable experience in a similar role within a manufacturing, recycling or warehouse environment, with a familiarity with vehicle maintenance coordination;
- Knowledge of stock control processes;
- Full driving licence;
- Proficiency in Microsoft Office Packages;
- GCSE's or equivalent in Maths and English;
- Strong organisational skills, with excellent attention to detail and accuracy;
- Excellent communication skills with the ability to negotiate with all levels.

The following is also desirable:

- Relevant NVQ or technical qualifications;
- Forklift licence or willingness to obtain;
- Knowledge of SAGE systems;
- Knowledge of health and safety best practices.

Interested?

Please send your CV to Sophie Meek

E: sophie.meek@rehau.com

Closing Date: 22nd June 2025

www.pvcr.co.uk www.rehau.uk