

NI Trucks Portadown – Experienced Parts Advisor

NI Trucks is a commercial Iveco dealership, and we have a vacancy for an experienced **Parts Advisor** with a proven background in the automotive or commercial industry to join their team in Portadown.

You will need excellent customer service skills as you will be working with customers both face to face and over the telephone. Being organised and able to work under pressure, whilst maintaining good attention to detail are also pre-requisites for this role.

Main duties:

Sales and Customer Service

1. Optimising the sale of all Parts and Accessory products to both internal & external customers.
2. Picking parts for customer orders and checking availability of stock from various enquiries.
3. Through in-bound and out-bound telephone enquiries, walk in customers and internet enquiries you will be developing customer relationships through providing good product knowledge and creating an effective first impression.

The Person

As a Parts Advisor, you must be a confident and motivated person who is good at interacting with people and who can represent the company in a professional way. You must have/be:

4. Previous experience within an Automotive/ Commercial dealership, delivering excellent customer service;
5. Enthusiasm and be a fast learner with excellent people skills.
6. Great attention to detail.
7. A good multi-tasker.
8. Strong organisational ability.

This is an un-missable opportunity to develop a career within a successful Commercial Dealership who rewards success and hard work.

Please note:

1. The above list is not exhaustive and may be subject to change. It should be noted that the duties, designation and location of the post may be subject to change to meet the changing needs of the organisation.
2. NI trucks reserve the right to review the experience and qualifications required depending on the volume of applicants.
3. Salary – will be dependent on experience and qualifications.
4. If you feel up to the challenge and have the relevant experience and ability we need, please email jobs@ni-trucks.co.uk with your CV and a covering letter explaining how your experience meets the essential criteria outlined above.
5. The closing date for receipt of applications is Friday 8 November 2024.