

NI Trucks – Parts Advisor Portadown

With over thirty years car and commercial vehicle parts experience, the team at NI Trucks have the expertise to find the right part, at the right price and delivered at the right time for your vehicle needs.

We have a vacancy for an experienced **All Makes Parts Advisor** with a proven background in the automotive or commercial industry to join our 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.

Job Details

- Optimising the sale of All Parts and Accessory products to both internal & external customers.
- Picking parts for customer orders and checking availability of stock from various enquiries.
- 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.
- Invoice preparation and full explanation of the parts to the customer.

Essential Experience/Qualifications required

1. 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.
2. Previous experience within a Vehicle Parts Dealership, delivering excellent customer service.
3. An effective communicator who is able work well independently and as part of a team.
4. Good IT literacy.
5. Great attention to detail.
6. Strong organisational ability.

Benefits of working for NI Trucks

- Excellent remuneration package, basic salary and performance bonus.
- Company pension scheme
- Motivational team environment
- Ongoing development training as required
- Great career opportunities
- On site car parking
- Refer a friend scheme with cash incentive
- Access to a pool car for inter-company travel
- Staff discount on PVC products (i.e. windows and doors)
- Lots of opportunities to participate in various staff activities and events

Please note:

- a) The above list is not exhaustive and may be subject to change.
- b) The main working hours for this role are 0800 to 1700 Monday to Friday.
- c) NI Trucks reserve the right to review the experience and qualifications required depending on the volume of applicants.
- d) Salary – will be dependent on experience and qualifications.
- e) 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.
- f) Closing date Friday 13 May 2022.