



Job Specification

Job Title: Parts Sales Advisor

Job Type: Full Time, Permanent

Working Hours:

Monday to Friday: 8:00 - 17:30

Saturday Mornings: 8:00 am - 12:00 pm (One in three rota)

Branch Location: Coalville

Due to continued growth and expansion in the area, we are looking to recruit a full time parts advisor at our established Coalville branch.

Duties:-

- Identifying customer parts requirements.
- Taking & processing orders efficiently.
- Ordering parts & liaising with suppliers and our purchasing team.
- Daily liaison with staff (sales and warehouse) to ensure efficient operation of the parts department from sales enquiry to despatch.
- General house keeping duties - maintaining a clean and tidy working environment.
- Serving on the Trade Counter.

Key Requirements:-

- Previous experience in a motor factor/dealership would be beneficial.
- Knowledgeable in vehicle parts catalogues.
- A positive attitude.
- Highly motivated, driven and a passion for providing an outstanding level of service in a fast paced environment.
- Good communication skills & telephone manner.
- Friendly and confident in dealing with trade customers and members of the public.
- A good telephone manner and some computer experience.
- Ability to work well as part of a team.
- Accuracy and attention to detail.
- Promote a positive image of Partic to staff, suppliers and customers at all times.

What We Offer:-

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| • Competitive salary | • Training Days |
| • Your "birthday" day off | • Bupa Health Care |
| • Work uniform such as polo shirts/ shirts, jumpers and jackets. | • Progression opportunities within the company |
| • 22 days holiday plus bank holidays (as standard) | • A clean and friendly working environment with approachable management |
| • Company Pension Scheme | • A family run & family owned business |

www.particmotorspares.co.uk

If would like to come and join us...please apply by sending CV to jackbeard@particmotorsparesltd.co.uk