

Parts Advisor: WG Davies, Newlands Road, Cardiff CF3

From £29,500 a year - Permanent, Full-time

Benefits

- Company pension
- Employee discount
- Free parking
- On-site parking

Full job description: Parts Advisor

You will be working for a highly successful, well established family run business which will demonstrate an appreciation for your skills and provide realistic opportunities for career development. MAN specific Dealer training will be provided along with other industry requirements.

This is a full-time position, working 40 hours - Monday to Friday, in addition to working Saturdays on a rota basis and overtime available on request.

An excellent starting salary of £29,500 per annum, with an additional performance bonus incentive.

We offer 22 days holiday entitlement, plus 8 paid bank holidays.

Here at W.G. Davies, we are a family. Our leadership team are approachable, flexible and most importantly supportive - the door is always open.

The ideal candidate will already be working in the Commercial Vehicle Industry (HGV) and will have experience as a Parts Advisor and sales of parts.

Main purpose of job: To plan just in time procurement and delivery of parts to our busy workshops.

Responsibilities:

- To ensure that the parts department operates efficiently and to the highest possible standards, by implementing agreed document procedures, in order to achieve complete customer satisfaction.
- To accept requests and orders from customers and other departments and ensure that their requirements are correctly identified and met by the Parts Department in a timely manner.
- To ensure that the parts department is kept in a clean and tidy condition. All parts are located in appropriate locations and all quality records are maintained securely.
- To prepare orders to purchase parts by following documented procedures. To place urgent orders for parts on behalf of the company.
- To correctly prepare invoices, parts issue sheets, delivery notes and other documents by following documented procedures.
- To maintain excellent working relationships with other staff, suppliers and customers.
- To carry out any further duties, within capabilities, when requested by management. These may include visiting customers, stock taking, maintaining equipment, displays, supervising and acting as delivery driver or manager etc.

Person Specification:

- Have excellent communication skills and demonstrate a 'whole team approach'.
- Be proactive; sales driven and maintain an outstanding level of service.
- Be able to demonstrate excellent organisational and time management skills.
- Be ICT Proficient - previous experience of using a range of software packages would be advantageous.
- Be able to work well under pressure, in a busy and fast-paced environment.
- Provide excellent administrative support to the service department and be willing to liaise with all team members, with customer satisfaction in mind.
- A willingness to travel to all depots when required to collect and receive parts.
- A recognised qualification within the Commercial Vehicle Industry/Parts is desirable.
- Previous experience within the Commercial Vehicle Industry or dealership is essential - Parts Department or similar.

Please only apply if you have the relevant skills and experience.

Schedule:

- ✓ 8 hour shift
- ✓ Monday to Friday
- ✓ Overtime
- ✓ Weekend availability

Supplemental pay types: Performance bonus

Education: GCSE or equivalent (required)

Licence/Certification: Driving Licence (required)

Work Location: In person