

Parts Sales Representative

The Parts Sales Representative is an important role in the operation of any dealership or parts retailer. The Parts Sales Representative is the face of the company for many customers and reflects the company's profile and ethos. Applicants interested in pursuing a career in parts sales and working as a member of a parts sales team within a dealership, motor factor or parts wholesaler and must be over 18 years of age. Applicants must also have a minimum requirement 5 Passes in Ordinary Papers at Leaving Certificate level or equivalent qualifications or relevant sales experience.

The primary functions of a Parts Sales Representative are as follows:

- Prospect for customers, including calling previous and new customers
- Maintain regular and satisfactory contact with customers
- Research and revise company and competitor's products
- Meet and greet customers in a friendly and enthusiastic manner
- Describe and explain parts features
- Offer discounts and special offers in accordance with company policy
- Maintain merchandising and promotional displays
- Prepare sales contract and complete company sales documentation
- Deal with returns and customer complaints in accordance with company policy.
- Maintain regular communication with parts manager and other parts department staff.
- Provide feedback on market sectors, sales opportunities and market analysis.
- Requisite new stock
- Organise delivery to customer
- Maintain all records relating to part sales
- Maintain computerised records

The Parts Sales Representative will report to the Parts Manager or Aftersales Manager.