



Parts Advisor

The Parts Advisor is an important role in the operation of any dealership. The Parts Advisor is the face of the Parts Department for many trade and other customers. Accurate and timely supply of parts is essential to the smooth functioning of the workshop. Applicants interested in pursuing a career in parts sales and working as a member of a Parts Department within a dealership and must be over 18 years of age. Applicants should 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 Advisor are as follows:

- Accept and verify stock deliveries
- Store stock items in the correct location
- Provide the correct part for internal and external customers
- Order stock from suppliers
- Maintain accurate sales and returns documentation
- Handle all returns, discounts, cash and credit transactions in accordance with company policy
- Maintain update stock listings and parts catalogues
- Liaise with Parts Manager regularly on stock movements and sales activity
- Assist with marketing initiatives including merchandising displays and special promotions etc
- Operate at all times in accordance with company security policy

The Parts Advisor will report to the Parts Manager, Aftersales Manager or Dealer Principal.