

<u>Job Title: Parts Advisor</u>
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<u>Ferndown Commercials Ltd</u>
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We understand that our customer's vehicles are a vital tool to their business or everyday life. This is why our main aim at Ferndown Commercials is to keep our customers on the road. We pride ourselves on pulling out all the stops to ensure your vehicle is back on the road as soon as possible, whether it's following a service or a breakdown.

The staff at Ferndown Commercials Ltd are some of the most experienced and are constantly undergoing training, keeping up to date with all the latest changes ensuring the customer is always getting the very best service available.

We are looking for an experienced Parts Advisor to join our team. The successful candidate will spend part of their time working within our Parts Department, serving the Vehicle Technicians in our busy workshop, ordering parts etc. and the rest of their time will be spent out on the road delivering parts to our customers. We are looking for someone who has a positive, can do attitude and a good team work ethic.

<u>Main Duties</u>

- Report to the Parts Manager and assist with the day to day running of the stores
- Ordering in and invoicing out parts
- Booking parts to jobs and issuing parts to the Technicians
- Managing stock, maximise profitability,
- Interact with Service and Sales Teams
- Selling to trade and the general public. Over the phone and counter sales
- Complete any other ad hoc administrative tasks as required
- Parts delivery to customers etc.
- Use relevant software packages – ADP/Kerridge
- Enrolling on additional ongoing developmental training in order to enhance knowledge and broaden skillset
- Promote Equality and diversity in the workplace
- Complete any other tasks as required

<u>Skills</u>

- Excellent communication skills
- Experience using ADP/Kerridge systems desirable
- Methodical, organised and resilient
- Good concentration and attention to detail
- Able to work to strict deadlines
- Strong computer skills including Microsoft office, outlook etc.

**FERNDOWN
COMMERCIALS
LTD**

Hours – Monday to Friday 8am to 5pm – Half an hour unpaid lunch

Holiday 22 days plus bank holidays

Salary – £31,000 to £35,000 Depending on experience