

NI Trucks Limited is a commercial vehicle dealership selling the full range of new and pre-owned vans and trucks. We are the distributor of Iveco vehicles, and a franchised dealer in Northern Ireland at our head office in Mallusk, Newtownabbey. We are supported by a network of regional partners across the country. Iveco is an international leader in the development, manufacture, marketing and servicing of a vast range of light, medium and heavy commercial vehicles selling more than 150,000 vehicles each year.

A vacancy has arisen for the role of **Parts Supervisor** at our Portadown depot. As supervisor you will be responsible for the Parts department and all other Parts staff. You will ensure that accurate information is given to customers, that all calls are answered efficiently and in a timely manner and that all orders are processed and despatched in good time, while ensuring recorded stock is accurate at all times.

Typical duties will include (this list is not exhaustive):

1. Ensure all administrative functions within the parts department are carried out in accordance with company requirements.
2. Ensure that all phone calls are answered and handled efficiently and accurately.
3. Ensure that all Parts staff complete records correctly.
4. Maintain knowledge of all Iveco procedures while ensuring the correct documentation is used.
5. Train new parts employees on relevant systems.
6. Maintain an accurate parts discrepancy report.
7. Carry out parts stock audits in conjunction with the admin dept.
8. Maintain and report on parts cash handling.
9. Ensure customer complaints internal and external are reported.
10. Detail all procedural non-conformances.

Criteria required:

11. Parts experience in an automotive or similar environment.
12. Strong organisational and communication skills.
13. Excellent administrative skills with a high attention to detail.
14. You will need to possess excellent numerical and IT skills.
15. You must have the ability to work well on your own initiative and under pressure.
16. Experience of the Keyloop DMS system.

Please note:

17. The above list is not exhaustive and may be subject to change.
18. Salary - £32k per annum plus bonus.
19. If you feel up to the challenge and have the relevant experience and ability we need please email your CV and covering letter to jobs@ni-trucks.co.uk.
20. Closing date Friday 21 November 2025.