NIT – Workshop Administrator (October 2026)

NI Trucks Limited is the Iveco Commercial Vehicle Dealership for Northern Ireland. We specialise in New & Used Truck Sales, along with their servicing and parts. Our aftersales also covers all makes of commercial vehicles.

As a Workshop Administrator at our Mallusk site, the successful candidate will be responsible for ensuring the accurate and timely processing of vehicle invoices and supporting administrative functions within the Service department.

Key Responsibilities

1. Raising and processing invoices.
2. Checking order documentation for accuracy and completeness.
3. Liaising with Sales, Accounts, and Aftersales departments.
4. Maintaining accurate customer and vehicle records.
5. Assisting with finance documentation and settlement requests.
6. Supporting general administrative duties within the Service department.

The ideal candidate will

7. Have previous administration or invoicing experience.
8. Possess excellent attention to detail and accuracy.
9. Be highly organised and able to manage multiple tasks.
10. Have strong communication skills.
11. Be proficient in Microsoft Office applications, particularly Excel.
12. Experience within the motor trade or commercial vehicle sector would be advantageous but is not essential.

Benefits of working for NI Trucks

- Excellent remuneration package, basic salary and performance related bonus
- Company pension scheme
- Motivational team environment
- Ongoing development training as required
- Great career opportunities
- On site car parking
- Refer a friend scheme with cash incentive
- Access to a pool car for inter-company travel
- Staff discount on PVC products (i.e. windows and doors)
- Lots of opportunities to participate in various staff activities and events

Please note

a) The above list is not exhaustive and subject to change.

b) NI Trucks reserve the right to review the experience and qualifications required depending on the volume of applicants.

c) 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**. You must outline on your CV and covering letter how your experience meets the needs outlined above.

d) Closing date Friday 6 November 2026.