

TVC Parts - Parts Advisor Apprenticeship

This is an exciting opportunity to join a progressive and innovative commercial franchise dealership looking to recruit a trainee parts advisor onto its apprenticeship programme.

A parts advisor apprenticeship is a training scheme that leads to a career in customer services within the franchise dealership which deals with parts selling, ordering and stock management.

The scope of the role can vary, but a typical parts advisor role includes dealing with requests for parts and materials from vehicle technicians within our organisation or customers who want to purchase parts to carry out repairs themselves. Parts advisors are responsible for timely parts ordering and managing parts stock held. Some parts advisor roles have a customer-facing customer service and/or sales element to them, while others focus on parts deliveries and warehousing.

The Parts Advisor Apprenticeship Programme Covers:

- Enrolment with a local training provider
- NVQ – qualification
- Dedicated In-house and manufacturer training
- Health & Safety
- Working with others
- Customer service
- Selecting & issuing parts
- Receiving & storing parts
- Processing orders
- Processing payments & returns
- Stock control

Criteria:

- GCSE to include Mathematics and English not lower than grade C
- Strong IT skills.
- A high level of motivation and enthusiasm
- Commitment to undertaking study towards NVQ levels 1–3.
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If you feel up to the challenge and have the relevant experience and ability we need, please email jobs@ni-trucks.co.uk with your CV and a covering letter explaining how your experience meets the essential criteria outlined above.

The closing date for receipt of applications is Friday 19 December 2025.