

**TVC – All Makes Commercial Parts Advisor**

TVC Parts Ltd is an all makes parts supplier to the entire automotive & commercial industry. With over thirty years' car and commercial vehicle parts experience, the team at TVC have the expertise to find the right part, at the right price and delivered at the right time for your vehicle needs. As a G-Truck distributor, TVC operate both locally, as area specialists and collectively as a national "trading group" of over 80 distribution depots to share the business benefits of belonging to the G-Truck network.

We currently have a vacancy for an experienced **Parts Sales Advisor** at our premises in Portadown. You will need excellent customer service skills as you will be working with customers both face to face and over the telephone. Being organised and able to work under pressure whilst maintaining good attention to detail are also pre-requisites for this role. This is an unmissable opportunity to develop a career within a successful Commercial Dealership who rewards success and hard work.

**Job Duties:**

- Optimising the sale of all Parts and Accessory products to both internal & external customers.
- Picking parts for customer orders and checking availability of stock from various enquiries.
- Through in-bound and out-bound telephone enquiries, walk in customers and internet enquiries, you will be developing customer relationships through providing good product knowledge and creating an effective first impression.

**The Person must have the following attributes:**

As a Parts Advisor, you must be a confident and motivated person who is good at interacting with people and who can represent the company in a professional way.

1. Previous experience within an Automotive/ Commercial dealership, delivering excellent customer service
2. Enthusiasm and be a fast learner with excellent people skills
3. Able to work well independently and as part of a team
4. Great attention to detail
5. A good multi-tasker
6. Strong organisational ability

**Please note:**

1. The above list is not exhaustive and may be subject to change. It should be noted that the duties, designation and location of the post may be subject to change to meet the changing needs of the organisation.
2. The main working hours for this role are 0830 to 1730 Monday to Friday. Successful applicants must be flexible with regard to working hours. Notice will be provided if any variation to working hours is required.
3. Salary – will be dependent on experience and qualifications.
4. 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](mailto:jobs@ni-trucks.co.uk).
5. The closing date for receipt of applications is Friday 28 June 2024.