

Evening Shift Workshop Foreman - Portadown

NI Trucks have a vacancy for an experienced person to lead their workshop evening shift in Portadown.

The successful candidate will be reporting to the Service Manager and will cover a range of responsibilities. The primary function will be to lead and manage the small evening shift of Technicians while also being a productive Technician. The role will also require the shift leader to identify and locate parts for jobs from our on site stock. This role would ideally suit an existing workshop foreman or supervisor, or a Technician wanting to progress looking for a new challenge or change of role.

Evening Shift Workshop Foreman

1. Working under the guidance of the Service Manager to be productive and manage the service department evening shift. You will be responsible for the safety and welfare of the shift Technicians, ensuring they are fully utilised efficient and productive.
2. Ensuring any required processes or operations are adhered to, e.g. Warranty compliance.
3. Undertaking jobs if the workload requires.
4. Work with the Technicians to ensure work is completed efficiently and on time.
5. Build effective relationships with customers that use our evening shift regularly.
6. Working with the wider service department team to ensure department objectives are met.
7. Ensure that the workshop is always kept in a clean condition and a high level of general housekeeping is observed to enable an issue free transition to the next shift.

Health and Safety

8. Assist with the management of Health & Safety processes to ensure statutory and company compliance, environmental care and the maintenance of safety systems and safe ways of working within the service area.
9. Perform and record routine safety inspections as required.

Parts

10. Identify parts required on the Iveco systems and determine stock on site to aid quick turn around of repairs etc.
11. Carry out parts duties as and when required, such as putting away deliveries, accurate recording of parts used on the shift etc.

Experience and personal attributes

12. Have an in depth working knowledge of commercial vehicles.
13. Experience within a vehicle dealership or other similar environment in a service department role.
14. Proven ability of effectively managing a small team of people.
15. The ability to gain the respect of Technicians and your colleagues.
16. You must be customer focused with excellent communication skills and the ability to work under pressure.
17. You must be focused on your job with excellent administrative ability
18. You must be reliable and able to work on your own initiative when required

Desirable Experience

19. Existing or previously a commercial vehicle Technician, workshop controller or service advisor.
20. Experience of the Kerridge/CDK DMS would be advantageous.

21. C2 Driving licence

Please note:

- a) 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.
- b) NI Trucks reserve the right to review the experience and qualifications required depending on the volume of applicants.
- c) Core hours of work – 1330 to 0000 Monday to Thursday.
- d) If you feel up to the challenge and have the relevant experience and ability we need please email your CV to jobs@ni-trucks.co.uk with a covering letter outlining how your experience meets the needs outlined above.
- e) The closing date for receipt of applications is Friday 3 July 2026.