

NI Trucks Portadown – Parts Advisor

NI Trucks is a commercial Iveco dealership, and we have a vacancy for a **Parts Advisor** with a proven background in a similar business environment to join their team in Portadown.

You will be working as part of a small team and will need excellent customer service skills when working with our own workshop or customers both face to face and over the telephone. You will also be process driven, organised and able to work under pressure, whilst maintaining good attention to detail.

Main duties:

Sales and Customer Service

1. The sale of Parts and Accessory products to both internal & external customers.
2. Managing customers' orders through from initial enquiry, to ordering, receipting and delivery
3. 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

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. You will have:

4. Previous experience within a Parts business preferably a car or Commercial vehicle dealership.
5. Enthusiasm and be a fast learner with excellent people skills.
6. Great attention to detail.
7. A good multi-tasker.
8. Strong organisational ability.

This is a great opportunity to develop a career within a successful Commercial Dealership who rewards success and hard work.

Benefits

- 30 days holidays (including bank holidays)
- Annual Parts Bonus
- The Company operates progressive learning for all employees
- Iveco Accredited training and development
- Pension with auto enrolment
- Free on-site parking
- 30 days holiday (inclusive of public holidays)
- Refer a friend scheme with cash incentive
- Long service awards
- Opportunities to participate in staff activities and events
- Employee discounts across the Gaffer Group on companies

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. NI trucks reserve the right to review the experience and qualifications required depending on the volume of applicants.
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 jobs@ni-trucks.co.uk with your CV and a covering letter explaining how your experience meets the essential criteria outlined above.
5. The closing date for receipt of applications is Friday 6 February 2026.