



Truck, Bus and Trailer Specialists

## Job Specification

**Job Title:** Parts Sales Advisor

**Branch Location:** KNOTTINGLEY

### Working Hours:

Monday to Friday: 8:00 - 17:00 or 8:30 - 17:30

Saturday Mornings: 8:00 am - 12:00 pm (1 in 2 rota)

Due to continued growth and expansion in the area, we are looking to recruit a full time Parts Sales Advisor at our Knottingley branch.

### Day to day duties will include:-

- Identifying customer parts requirements.
- Taking & processing orders efficiently.
- Ordering parts & liaising with suppliers and our purchasing team.
- Daily liaison with staff (sales and warehouse) to ensure efficient operation of the parts department from sales enquiry to despatch.
- General house keeping duties - Maintaining a clean and tidy working environment.
- Serving on the Trade Counter.

### Key Requirements:-

- Previous experience in a motor factor/dealership would be beneficial.
- Knowledgeable in vehicle parts catalogues.
- A positive attitude.
- Highly motivated, driven and a passion for providing an outstanding level of service in a fast paced environment.
- Good communication skills & telephone manner.
- Friendly and confident in dealing with trade customers and members of the public.
- A good telephone manner and some computer experience.
- Ability to work well as part of a team.
- Accuracy and attention to detail.

### What We Offer:-

- Competitive salary
- Your "birthday" day off
- Work uniform such as polo shirts/shirts, jumpers and jackets.
- 22 days holiday plus bank holidays (as standard)
- Training Days
- Progression opportunities within the company
- A clean and friendly working environment with approachable management
- Company Pension Scheme

**Partic is a family run & family owned business, trading since 1979 with 13 branches across Nottinghamshire, Lincolnshire, Leicestershire, East and West Yorkshire.**

[www.particmotorspares.co.uk](http://www.particmotorspares.co.uk)

**If would like to come and join us...please apply by sending CV to [andy.gale@particmotorsparesltd.co.uk](mailto:andy.gale@particmotorsparesltd.co.uk)**

