

TruckEast >> CAREERS



☆ POSITION

Parts Advisor

📍 LOCATION

Felixstowe

👤 REPORTING TO

Depot Manager

£ SALARY

Competitive

ABOUT TRUCKEAST

As one of the UK's largest independently-owned commercial vehicle workshop operators, TruckEast supports its customer base across the eastern counties, providing a full support solution from our 13 dealer points.

TruckEast are an established Scania dealer where the premium quality of the products we sell is reflected right the way through our business – providing a diverse level of aftersales support for all makes of HGV, passenger vehicles, vans and agricultural and industrial vehicles.

HOW TO APPLY

Enquiries and applications to:

Colin Dee
Depot Manager
colin.dee@scania.com
07747 698079

OVERVIEW

TruckEast have an exciting opportunity for a Parts Advisor to join our existing Felixstowe team. This role will be responsible for the control of front and rear parts counters and stock movements.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

- Run Front and Back Counters
- Pick and deliver correct parts to customers and workshop on time
- Complete relevant documentation including invoices etc.
- Build and develop customer relationships and deliver excellent customer service
- Work together with the workshop and other departments
- Return warranty and service exchange units regularly
- Receive and inspect all packages delivered, resolving any problems
- Stock Management with DSM
- Department housekeeping
- Parts ordering
- Supply parts to customers
- Liaise with suppliers
- Promote parts to customers to increase sales, including any promotions running
- Deal with customers/colleagues in professional manner
- Control VOR/Freight charge costs
- Chase Supplier Credits
- Any other general duties as designated by the Manager

CANDIDATE REQUIREMENTS

- Knowledge of Scania parts and systems
- Supervisory experience
- Current driving licence
- Ability to work within guidelines given and to strict deadlines
- Ability to work under pressure with a solution driven approach
- Ability to work as part of a team
- Strong written and oral communication skills
- Excellent customer service skills
- Flexibility to undertake a wide range of tasks
- Awareness and understanding of health and safety requirements
- Computer literate
- Detail oriented
- Strong accuracy and numeracy skills