Parts Advisor|

|  |
| --- |
| GENERAL DETAILS |
| **Job Title** | Parts Advisor | **Location** | Knighton |
| **Department** | Parts Department  | **Manager** | Branch Manager |
| **Manages people** | N/A  | **Budget Responsibility** | N/A |

**About us***Part of the Dunstall Holdings Groups, Rea Valley Tractors (RVT) was established over 40 years ago and is a leading regional agricultural machinery dealer. We supply an extensive range of agricultural machinery throughout Shropshire, Staffordshire, Derbyshire and mid Wales and also sell high-quality used equipment across the UK and abroad.*

**About the Role**

*The Parts Advisor is responsible for the selling, receiving and delivery of parts and accessories.*

*This is a full-time role based on a 40-hour week from 8am to 5pm Monday to Friday with a requirement to work Saturday mornings on a rota basis. The role has no direct reports and reports directly to the Branch Manager.*

**Responsibilities**
*On a day-to-day basis you will (this list is not exhaustive):*

* *Promote and sell parts through all franchises and/or services to meet customer needs, by telephone and face to face; taking payment as required.*
* *Ensure parts orders are ready for customer collection or packaged for courier/postal delivery*
* *Supply parts to Service Technicians including identifying parts required and ordering them to the relevant job number*
* *Verify receipts of incoming deliveries, including booking stock onto the management system, locating in relevant place or forwarding to despatch/workshop, whichever is applicable*
* *Assist in maintaining showroom standards*
* *Maintain control of stock levels and assist with stock takes*

**Candidate Requirements**

* *Experience in New Holland parts environment or similar*
* *Essential to have knowledge of how a tractor works*
* *Ability to use standard computer applications – experience of Gold would be an advantage*
* *Ability to work extended hours, weekends and on call particularly during harvest*
* *Ability to work in a dynamic, fast paced environment*