

Parts Advisor

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Company: Lookers

Location: Gateshead

Category: other-general

Overview

Lookers, Gateshead Nissan

Contract Type: Permanent, full-time

Salary: £25,000 + up to £3,000 bonus

Hours: 42 hours per week. Monday- Friday: 08:00- 16:30 Saturday: 08:00- 12:30pm (1 in 2)

Are you a Parts Advisor in search of a new challenge? You have arrived at the right place, here at Gateshead Nissan we are on the hunt for a Parts Advisor.

This is an excellent opportunity for the right person to join our friendly and professional team and be integral to the smooth running of our Nissan brand parts department. Working alongside our Aftersales Team you will be able to build relationships and manage our customers expectations.

As a Parts Advisor, you will ensure that all customers at retail and workshop areas are dealt with quickly and efficiently and that all orders are processed on the same day. You will be required to complete all administrative functions in an accurate and timely manner and log any discrepancies of stock.

Assisting the Parts Manager with daily duties

Completing Vehicle health checks for workshop

Ensuring all items are correctly located and stock control

Receiving orders & ensuring returns are up to date

Answering call from customers

Providing excellent customer care

You will have previous experience gained in a similar role. You will possess excellent communication skills, and practical knowledge of computer systems. It is important that you are able to work as part of a team as well as having the ability to work independently.

You will be a people person with excellent verbal and written communication skills. You will be able to work both independently and as part of a dynamic team.

If your skills and experience match what we are looking for, please

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