

Emerald Truck & Van Limited is the IVECO Commercial Vehicle Distributor for Ireland. We specialise in New & Used Truck Sales, along with their servicing and parts. Our aftersales also covers all makes of commercial vehicles.

We have a vacancy for a **Parts Administrator** who can provide a thorough service to our customers to ensure their vehicles are back on road within the shortest time possible. Experience while an advantage is not essential as full training will be provided. Most importantly we are looking for an enthusiastic and reliable team worker who relishes learning new skills and gaining new knowledge every day.

As a Parts Administrator at our Dublin site, you will be a support for the Parts team. The main duties of this role include stock delivery inputs, returns admin, invoicing etc. and assisting with delivery times and liaising across different departments within the company to ensure orders are processed and delivered. You will be responsible for administering and maintaining the inventory of parts and supplies for the company. This role involves tracking stock levels, ordering new parts, and ensuring that all parts are accounted for.

The Parts Administrator will work closely with the Parts Manager and internal departments to ensure the timely and efficient procurement of necessary parts.

The core aspects of the role include:

1. Perform all administrative tasks associated with the Parts Department and ensure all necessary paperwork is completed accurately and on time.
2. Print invoices and delivery notes and reconcile invoices to delivery notes.
3. You will be responsible for updating and maintaining our stock system.
4. Create damage returns, special returns, and shortages.
5. Order necessary supplies for the Parts Department and other office administration requirements.
6. Providing exceptional customer service using various forms of communication for example in person, phone, or email.
7. Dealing with reception customers, Parts customer queries etc. in a timely fashion.
8. Liaise with the accounts department to reconcile any queries as required.
9. Assist with the annual stock take.
10. To understand key performance targets and support your colleagues and team to achieve them.
11. To respect the property of the Company and any property for which the Company is responsible, or which is in their care.
12. To assist with general housekeeping or any other duties required within the service department area.

As the ideal Parts Administrator at Emerald Truck & Van we will be looking for you to be able to demonstrate to us:

- Previous experience working in a business where you were involved in or responsible for stock administration and preferably within a Commercial Vehicle/Car dealership
- Be able to demonstrate a strong and competent background in administration
- Minimum of two years' experience in an office environment
- Display a high level of customer service
- IT Literacy
- Strong organisational skills with the ability to multitask
- Knowledge of CDK (Keyloop) dealer management system
- Brilliant levels of communication written or verbal
- Interest in warehousing and stock control

- Enthusiastic, Team Player, Flexible.

At Emerald Truck & Van one of our core values is we believe our colleagues are our most important asset and you can be assured that should you be offered a position with us you will receive excellent training and will become part of a brilliant team.

What's in it for you?

As an Emerald Truck & Van colleague, you will have access to a comprehensive benefits package including:

- 31 days holiday per year (inclusive of Bank Holidays)
- Group company product discounts
- Industry Leading Training from Iveco our franchise Manufacturer
- Career progression opportunities
- Internal engagement initiatives
- Long service awards
- Refer a friend incentive
- Employee Assistance to help with life changes
- The opportunity to get involved in a range of charity fundraising opportunities and company social events
- We also pride ourselves on offering internal and external training and development opportunities along with realistic career paths for each member of our team
- Industry leading salary levels along with performance related bonus commensurate with candidate experience and ability

Together We Make a Difference and it is our ambition to work together to promote a more inclusive environment, which attracts all candidates and signals our commitment to celebrate and promote diversity.

This is a real opportunity for the right person to join our growing business that will offer tremendous career progression potential.

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. Emerald Truck & Van 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 your CV and covering letter.
5. The closing date for receipt of applications is Friday 23 January 2025.