

## Job Description

Emerald Truck & Van Limited is a commercial vehicle dealership selling the full range of new and pre-owned vans and trucks. We are the principal Iveco franchised dealer in Ireland and we have our head office in Ballymount, South Dublin. We are supported by a network of regional partners across the country. Iveco is an international leader in the development, manufacture, marketing and servicing of a vast range of light, medium and heavy commercial vehicles selling more than 150,000 vehicles each year.

We have a vacancy in Ballymount, Dublin for a full time **Sales Support Driver**. This is an important role as we place great importance on our customers' first impressions of our product and our business. The role will require you to work with all the departments of the business as and when required.

### Job Role

1. Support the Sales and Service department by collecting and delivering customer vehicles and providing a professional handover service as required.
2. Deliver and collect vehicles from bodybuilders countrywide.
3. Progress new vehicles through the Emerald Truck & Van workshops.
4. Prepare used vehicles for DOE and prepare for sale.
5. Prepare vehicles prior to delivery to include fuel, wash, valet, weigh vehicles, fit mats, tax discs etc.
6. Deliver vehicles to final customer destination.
7. Ensure documentation is checked, signed and dated before returning to Sales administration.
8. Attend trade shows as required.

### Essential criteria

9. C + E (class 1) driving licence;
10. Previous experience in a similar role preferably in a vehicle dealership.
11. Ability to work with a high level of attention to detail.
12. Good communication skills - you can work to a clear schedule to achieve the business requirements with other employees.
13. You will have a flexible approach to working hours and have an excellent time and attendance record.
14. Have pride in the volume and quality of your work.

### Please note:

15. The above list is not exhaustive and may be subject to change.
16. 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.
17. Emerald Truck & Van reserve the right to review the experience and qualifications required depending on the volume of applicants.
18. If you feel up to the challenge and have the relevant experience and ability we need, please email your CV and a covering letter outlining how your experience meets the needs outlined above.

**Closing date - Friday 16 May 2025**