

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 Importer and distributor of Iveco vehicles, and a franchised dealer in Ireland at 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 an immediate vacancy for a **Vehicle Sales Administrator** to support the sales department within Emerald Truck & Van. This role involves understanding the sales process and the successful candidate will be required to learn the comprehensive IVECO product range and develop a knowledge of each model specification and options available.

Main responsibilities

1. Involved in all elements of vehicle sales process from initial customer order through to invoicing and delivery of vehicle.
2. Ensuring that all manufacturer policies and procedures are fully complied with.
3. Assist with the processing of dealer and customer enquiries re COC/SOC/type approval/legislation/registration documents/copy invoices/bodybuilder enquiries.
4. Ensure the progress of new vehicles through the workshop.
5. Updating the L drive with details regarding new vehicle arrivals, movement of vehicles, vehicles sold etc. Organise registration and taxing of vehicles.
6. Arrange sales handover packs for new vehicles. Update and arrange with dealers on new vehicle arrivals/collections, ensuring all despatch paperwork is signed and recorded.
7. Arrange used vehicles for DOE and ensure change of ownership is completed.
8. Manage and maintain a record of delivery and collection of vehicles from bodybuilders countrywide.
9. Maintenance of the vehicle stock book system (Kerridge) and ensuring that approved purchase ledger invoices are correctly allocated to vehicle records. Also update lines to be pushed re parts and labour.
10. Maintaining and updating the stock list with vehicle status and projected invoicing dates.
11. Work with sales staff and suppliers to ensure timely delivery of vehicle to end customer provision of admin support to all the business departments.
12. Engage with sales promotions including assisting in arranging customer factory visits, trade shows and sales campaigns
13. Ensure customer database is maintained and kept up to date on DMS.
14. Responding to phone and email enquiries.
15. To assist in the completion of the computer records and physical files ensuring all records are accurate and kept up to date at all times.
16. To provide admin support to the Management team as and when required.

Skills Required

- Previous experience within an Automotive/ Commercial dealership, delivering excellent customer service.
- Experience in a similar role would be an advantage but it is not essential.
- Enthusiasm and be a fast learner with excellent people skills
- Able to work well independently and as part of a team.
- Good understanding of computer packages (Word, Excel etc) CDK Kerridge

- Great attention to detail.
- A good multi-tasker.
- Strong organisational ability.
- Flexibility with regard to working hours.
- Clean driving licence (B).

Please note

1. The above list is not exhaustive and may be subject to change.
2. 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.
3. Emerald Truck & Van reserve the right to review the experience and qualifications required depending on the volume of applicants.
4. 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 23 May 2025.