

**ETV – Experienced Parts Advisor (April 2025)**

Emerald Truck and Van is a commercial vehicle dealership and we have a vacancy for an experienced **Parts Advisor** with a proven background in the automotive or commercial industry to join their team in Dublin. You will need excellent customer service skills as you will be working with customers both face to face and over the telephone.

**Main duties:**

**Sales and Customer Service**

1. Optimising the sale of all Parts and Accessory products to both internal & external customers.
2. Picking parts for customer orders and checking availability of stock from various enquiries.
3. Through in-bound and out-bound telephone enquiries, walk in customers and internet enquiries you will be developing customer relationships through providing good product knowledge and creating an effective first impression.

**The Person**

4. As a Parts Advisor, you must be a confident and motivated person who is good at interacting with people and who can represent the company in a professional way. You must have / be:
  - a) Previous experience within the Automotive/ Commercial industry, delivering excellent customer service
  - b) Enthusiasm and be a fast learner with excellent people skills
  - c) Able to work well independently and as part of a team
  - d) Great attention to detail
  - e) A good multi-tasker

**Please note:**

5. This is an un-missable opportunity to develop a career within a successful Commercial Dealership.
6. Salary – OTE €42,000 per annum (inclusive of parts department bonus).
7. The main working hours for this role are 0830 to 1730 Monday to Friday.
8. If you are a self-motivated individual, who meets all the desired criteria, can make a valuable contribution and who can develop the department then email your CV to [jobs@emtv.ie](mailto:jobs@emtv.ie).
9. The closing date for receipt of applications is Friday 2 May 2025.