

## **Job description**

Emerald Truck & Van Limited is a commercial vehicle dealership based in Dublin. We are the sole IVECO Importer 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 an immediate vacancy for a **Vehicle Sales Administrator** to assist in the administration of all departments within Emerald Truck & Van.

## **Main responsibilities**

1. Involved in all elements of vehicle sales administration from initial customer order through to invoicing and delivery of vehicle.
2. Ensuring that all manufacturer policies and procedures are fully complied with.
3. Timely and accurate invoicing of both new and used vehicles.
4. Using on-line ROS / EUCARIS vehicle Registration system / taxing vehicles.
5. Maintenance of the vehicle stock book system (Kerridge) and ensuring that approved purchase ledger invoices are correctly allocated to vehicle records.
6. Maintaining and updating the stock list with vehicle status and projected invoicing dates.
7. Ensure New vehicles are registered for manufacturer's warranty.
8. Work with sales staff and suppliers to ensure timely delivery of vehicle to end customer
9. Provision of admin support to all the business departments.
10. Keeping DMS up to date.
11. Responding to phone and email enquiries.
12. 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.
13. 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.

## **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. If you feel up to the challenge and have the relevant experience and ability we need, please email [jobs@emtv.ie](mailto:jobs@emtv.ie) enclosing your CV and a covering letter outlining how your experience meets the needs outlined above. **Closing date – Friday 29 May 2026.**