



How to use this guide

The HR Toolkit Job Descriptions are provided as a generic overview and guidance, they are not definitive examples of any role within the automotive retail industry. Please feel free to copy and paste the format and then tailor to the specific requirements of your business.



Parts Advisor

About the business: *[Tell candidates about your business for example: when it was formed, scale of your operation, any awards received, what you actually do and any future plans you can share]*

Job title: Parts Advisor

Location: *[Candidates expect to know where they will be based geographically]*

Reporting to: *[Candidates should know their reporting line]*

Salary expectations: *[Salary ranging from £20-28k + potentially OTE , + Benefits]*

Reason for role: *[Candidates often like to know why the role is being advertised, it can help them to prepare for interview and potentially look to your business as a preferred employer. Reasons could include: expanding the team, development from within creating an open role, expansion of the business, new role etc.]*

Role description: *[You must be clear on the main tasks of the job role]*

This Part Advisor delivers unrivalled levels of customer service, and a modern and efficient parts service. The main priority is to maintain a high level of service to the back-counter, but you will be involved in all areas of the Parts Department.

The parts advisor role includes but is not limited to:

- Organising and co-ordinating motor vehicle parts both receiving goods in, cataloguing and storing and their sales and distribution
- Maximising sales volumes and margins
- Accurately identifying customer parts requirements
- Maintaining parts stock and records, including scheduled audits and stock checks
- Processing parts orders efficiently
- Contributing to departmental compliance with company policies and industry guidelines
- Promoting parts and Accessory sales
- To ensure parts stockholding is kept to a minimum
- High level of customer satisfaction

Person specification: [*This details what you are looking for in a candidate e.g. their experience, personal attributes and other key factors such as working to targets*]

- Knowledge of methods, techniques, parts, tools and materials used within maintenance
- Excellent oral and written communication skills
- Understanding of basic automotive techniques related to auto repair and servicing
- Valid clean UK Driving License
- Working knowledge of Dealer Business Process and Best Practice, DMS Systems, SAP, MS Office Suite OR fast at learning new software
- A degree or certificate in automotive technology is a plus

Key Benefits: [*You may want to highlight key benefits e.g. competitive salary, company pensions, bonus, holiday allowance, training and development opportunities etc.*]

Benefit packages can include:

- Discounts on new and used car
- Contributory pension scheme
- [XX] days holiday
- Award winning In-house and manufacturer training
- Great career development opportunities

Seniority level: [*Candidates will look to this to see if they are at the right level in their careers in order to apply*]

Entry Level/Junior/Experienced/Middle Manager/Senior Manager/Director Level

Note: Additional tasks may be assigned from time to time that should not make material changes to the employee's responsibilities. This job description does not constitute a contract of employment.