

**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.

**Sales Administrator**

**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:** Sales Administrator

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

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

**Salary expectations:** [*Salary ranging from £30-45k + 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*]

The Parts Manager ensures that materials are being ordered, at the best value for money and price, the most accurate orders and quickest in response for customers. They will ensure compliance on stock and parts used on jobs. When anyone in the department needs materials for jobs, this role can directly support that.

The Parts Manager role includes but is not limited to:

- Organising and Managing motor vehicle parts both receiving goods in, cataloguing and storing and their sales and distribution
- Budgetary and forecasting responsibility
- Maximising sales volumes and margins
- Overseeing parts stock and records, including scheduled audits and stock checks
- Processing parts orders efficiently
- Building and maintaining strong relationships with external parts providers and stakeholders
- Building and maintaining strong relationships with internal stakeholders
- Contributing to departmental compliance with company policies and industry guidelines
- Promoting parts and Accessory sales

## Generic Job Roles: Sales Administrator

- Ensuring and managing that the parts stockholding is kept to a minimum
- Able to lead and motivate a team

**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]*

- A high, provable working knowledge of methods, techniques, parts, tools and materials used within maintenance
- Working knowledge of Dealer Business Process and Best Practice, DMS Systems, SAP, MS Office Suite
- Excellent oral and written communication skills
- Understanding of automotive techniques related to auto repair and servicing
- A positive approach to leading a team, driven to constantly improve customer satisfaction
- Valid clean UK Driving License

**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.