

NI Trucks – Trainee Aftersales Administrator

NI Trucks Limited is the Iveco Commercial Vehicle Dealership for Northern Ireland. We specialise in New & Used Truck Sales, along with their servicing and parts. Our aftersales also covers all makes of commercial vehicles. We have a vacancy for a Trainee Aftersales Administrator.

The successful candidate will need excellent communication skills as you will be working with various internal departments both face to face and over the telephone. Being organised and able to work under pressure whilst maintaining good attention to detail are also pre-requisites for this role.

Main responsibilities of this role:

- Provision of admin support to the Aftersales departments.
- Receiving of goods onto the Dealer Management system.
- Processing and verification of high volume of invoices and credits.
- Assisting with account queries.
- Communicating with the Aftersales team and suppliers.
- Any other duties as required.

Skills Required:

- 1 years' 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 (MS Word, MS Excel etc)
- 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. 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.
2. The main working hours for this role are 0830 to 1700 Monday to Friday. Successful applicants must be flexible with regard to working hours. Notice will be provided if any variation to working hours is required.
3. NI trucks reserve the right to review the experience and qualifications required depending on the volume of applicants.
4. Salary will be dependent on experience and qualifications.
5. If you feel up to the challenge and have the relevant experience and ability we need, please email your CV and a covering letter to Paula Barber at jobs@ni-trucks.co.uk explaining how your experience meets the essential criteria outlined above.