



Parts Advisor

Fleetline Croydon seek an Automotive Parts Advisor to join our bodyshop's busy Parts Department.

This will include identifying and order parts for vehicle repairs, processing special orders and reporting on lead times, notifying workshop controller of arrival of parts, processing invoices and credit notes, carrying out admin relating to stock movement, checking goods in and moving parts to the correct locations in our on-site warehouse, and securing and labelling return parts in accordance with manufacturer instructions.

Expect to also carry out health and safety housekeeping, maintain stock security and attend team meetings and training sessions as and when required.

We are happy to consider candidates with previous experience as an automotive parts advisor, autoparts consultant, TPS logistics operative or parts counter advisor at either franchised main dealers, manufacturer owned groups, motor factors, independent parts suppliers or national automotive parts & accessories retailers.

Candidates with previous experience on automotive parts systems will be prioritised for interview. Ideal candidates will have experience in an automotive parts department serving a large team of vehicle technicians.

Holidays: 28 days per year, to include public holidays

Permanent position.

Salary: Top rates of pay, depending on qualifications

Contact our HR Department on kim@fleetline.co.uk for further details, calling us on 0208 688 8888 or alternatively email us on croydon@fleetline.co.uk

We look forward to working with you

The team at Fleetline