



JOB DESCRIPTION

Job Title:	Parts Sales Advisor
Department/Cost Centre	Parts 0488
Company / Division:	Mitchell Diesel Limited
Reporting to:	Parts Supervisor
Main job purpose: Identification, quotation, follow up and conversion of parts sales in-line with the teams targets	
Key Duties and responsibilities: <ul style="list-style-type: none"> • Parts identification from relevant manuals and online parts books • Action customer orders, estimates and enquiries • Follow up and conversion of estimates • Monitoring sales levels & conversion rates • Contract review of all orders • Dealing with customer queries • Interaction with franchise partners to assist in developing business • Work with purchasing and the warehouse to ensure we fulfil customer orders at the time they require. 	
Competencies: <ul style="list-style-type: none"> • Customer Focused • Effective communicator. • Analytical and methodical approach. • Strong IT skills with a good understanding of Parts systems • Commercial Parts experience 	
Measurements: <ul style="list-style-type: none"> • Parts sales and gross profit against budget • Pipeline value • Estimate numbers, value and conversion rate 	



Lines of communication:

- Sales Director
- Parts Manager
- Customers
- Franchise Partners
- Finance team

Any other duties or responsibilities:

- Any other reasonable duties or project related tasks as requested by your line manager.
- Adhere to all company policies, procedures and ensure they are communicated and implemented within the team

This Job Description should be read in conjunction with the Operation Procedures, Quality Procedures, Work Instructions, Health & Safety Manual and associated documentation. Copies of these documents are available from your Line Manager.