**PARTS Consultant**

**Job Description:**

To assist Management in all functions of the Parts Department including inwards and outwards cash, stock control and to liaise with the service, sales departments and customers as required.

**Authority and reporting**

* Responsible for the sales of parts to Service, Vehicle Sales, Trade and Retail Customers.
* Reports to the Dealer Operations Manager.

**Position objectives/goals. To**

* Pick and supply the correct parts to customers in a professional manner, to delivery customer’s satisfaction.
* Maximise parts sales by delivering excellent customer service.
* Actively promote the benefits and strengths of Toyota Genuine Parts to increase there

sales.

* Upsell at every opportunity

**Position responsibilities/main tasks:**

* Accurately identify customer parts requirements using vehicle model codes, production dates etc. and pick the required parts from stock and invoice them out accurately, applying any appropriate discounts.
* Unpack and sort replenishment and special parts orders, store or bin the parts according to category, update stock records.
* Practice and maintain parts storage/warehouse safety.
* Carry out storage Kaizen activities as required.
* Comply with Coast Toyota’s Environment policy at all times, especially with the appropriate handling and storage of oils, fluids and batteries, the recycling/reuse of packaging materials and correct disposal of obsolete stock.
* Maintain a clean and profession appearance at all times.
* Cultivate and maintain parts supply relationships with trade customers, panel shops and retail customers.
* Responsible for the sales of parts to Service, Vehicle Sales, Trade and Retail Customers.
* Perform other duties required by Management as requested.
* To participate in training and meetings as required at the Dealership and from time to time

At Toyota New Zealand in Palmerston North or other designated locations.

* Pass all required compliance training.
* To perform weekly cycle checks of stock
* To participate in stocktakes as required.
* Pass all required compliance training
* To actively engage in our Environment programme.