

VINCENT TRACTORS & PLANT

JOB DESCRIPTION

JOB TITLE: Parts Advisor Apprenticeship

DEPARTMENT: Aftersales

RESPONSIBLE TO: Parts Manager

Recruiting now – Parts Advisor Apprenticeship

Vincent Tractors & Plant – Fraddon & Smithleigh

Would you like to start a career with one of the UK's leading Kubota dealerships?

Vincent Tractors & Plant is a successful family-owned business. Established in 1966 and now employing over 50 people across our three branches covering Devon and Cornwall, we are the market leaders in agricultural, construction and groundcare products, holding the market leading Kubota franchise along with many other brands including Kverneland, Ktwo, Grillo, Baroness, Ifor Williams Trailers and Ausa.

Job Purpose

We are currently looking for two enthusiastic and driven Parts Advisor Apprentices to join our busy and growing team at our Fraddon and Smithleigh branches. You will learn the skills required to succeed in a parts department that sell a wide range of Agricultural, Construction, Groundcare & Ifor Williams Trailers parts to our customers.

In addition to the inhouse training, there will be offsite training at Duchy College as well at the Kubota University.

The Parts Advisor Apprenticeship Programme Covers

- Health & Safety
- Working with others
- Customer service
- Processing orders
- Receiving & storing parts
- Selecting & issuing parts
- Processing payments & returns
- Stock control

Secondary Responsibilities

These responsibilities are essential in a small business where all members of the team are required to work flexibly and help in all and any area during busy periods

- Keep confidential and company business or statistics.
- To represent Vincent Tractors & Plant and promote its brand throughout all activities.

The above is not an exhaustive list and other duties and responsibilities may be included in the role as the business develops over time.

The company is committed to training and supporting employees. Employees will receive training for all areas included in their job description to ensure that they are capable, and feel confident, of performing both main and secondary responsibilities. In addition, it is the employee's responsibility to alert their Line Manager to areas where they feel they require more training or need the support of another member of the team, to undertake a specific task that may be new, or more challenging, for them.

Person Specification:

ATTRIBUTES	ESSENTIAL (Your person must have these skills or experience)	DESIRABLE (You would be prepared to train them in these things)
Relevant Experience	<ul style="list-style-type: none"> An interest in machinery 	<ul style="list-style-type: none"> Ideally with a agricultural, construction or groundcare background
Education/ Training		<ul style="list-style-type: none"> 4 GCSE or equivalent, Maths and English grade C or above
Qualities, knowledge & skills	<ul style="list-style-type: none"> Friendly, smiling & interested in our customers Have a 'can do' attitude Keen to make the sale Self-motivated & able to use initiative Good IT Skills Excellent interpersonal skills Attention to detail Flexible approach Neat, clean and tidy image Loyal and reliable Ability to work to deadline and to a high degree of accuracy. Team worker 	<ul style="list-style-type: none"> Machinery background
Additional factors	<ul style="list-style-type: none"> Willing to work additional hours as required. 	

Are you looking to enhance your technical abilities within a supportive and highly successful family-owned business? Then look no further! Vincent Tractors & Plant can offer you:

- Full time position: 8.00am- 5.00pm. Monday - Friday.
- Saturday: 8.00am to 12.00pm on a rota basis
- Competitive pay depending on experience plus overtime pay over 39hrs.
- 24 days Holiday allowance plus Bank Holidays
- PPE and company uniform
- Extensive product and technical training, both onsite and at the Kubota training

centre in Oxfordshire, helping to build your career

- Staff discount
- Contributory pension scheme
- Group life cover
- Eye care support
- Child care vouchers
- Health & wellbeing support

To apply, please email matthew.h@vincenttractors.co.uk with a CV and a cover letter. Within your cover letter, please explain how you meet the criteria for the role or call 01726 860332 for further information.

Vincent Tractors & Plant is one of the leading Kubota dealers in the UK with people at the heart of its strategy. We know that our people are the key to our success and we make sure we appreciate and reward everyone's contribution. Not only do we recognize expertise, skills and professionalism, we value highly the very things that make them unique: their passion, their dedication, their approachability and the fact that going the all-important extra mile is second nature.

To view our Privacy Notice for Job Applicants please [click here](#).

Strictly No Agencies