

Vehicle Parts Advisor

A vehicle parts advisor gives customers advice, orders required parts and accessories and keeps track of stock.

The Work

You could be:

- receiving and unloading new stock deliveries
- sorting and storing vehicle parts and materials
- recording on computer the numbers, names and location of items
- dealing with requests for parts and materials from motor mechanics or customers on the phone or by email
- providing quotations for customers and perhaps giving them advice
- selling parts to customers including garages, dealerships and members of the public
- putting orders together and making deliveries
- raising invoices for stock that is sold
- noting which stock is running low and ordering replacement stock in good time.

Pay

The figures below are only guide. Actual pay rates may vary, depending on:

- where you work
- the size of the company or organisation you work for
- the demand for the job.

Starting salaries may be based on the National Minimum Wage (NMW). At present the apprentice rate, for those aged under 19 or aged 19 or over and in the first year of their apprenticeship, is £4.30 an hour (1 April 2021).

Trainee vehicle parts operatives earn around £9,000 to £14,000 a year.

With experience, this can rise to between £16,000 and £25,000 a year. Managers can earn up to £28,000 a year or more . You may earn extra through bonus payments.

Conditions

- You would work in a vehicle service department at a reception desk.
- You will also go into the warehouse to fetch parts.
- You will work about 40 hours a week and sometimes do overtime.
- You might have to work shifts.
- You would be bending, lifting and carrying heavy items.

Getting In

- You usually enter by a Modern Apprenticeship in Automotive: Vehicle Parts Level 3.

- You would normally need English, Maths and a science subject at National 4.
- You may have to take an aptitude test.
- You may be able to enter through government training schemes or after a full time college course.
- You must be able to lift heavy parts.

What Does It Take

You should be:

- able to use your initiative
- neat, tidy and organised
- good with numbers
- accurate and methodical
- able to work quickly and efficiently
- interested in cars and engines
- good at listening and talking to people
- able to work in a team
- polite to customers.

You also need to have:

- a detailed knowledge of vehicle parts
- good IT skills.

Training

- If entering through a Modern Apprenticeship, you would train both on the job and attend college or training centre on a day or block release basis.
- You would complete Scottish Vocational Qualification (SVQ) in Vehicle Parts Operations at SCQF Level 6.
- You could study the Foundation Apprenticeship in Automotive (SCQF Level 4) in S3-S6, which can help to get into a relevant Modern Apprenticeship.
- You may work towards the IMI Parts Accreditation. This involves sitting practical exams and completing online knowledge tests to become a Technician. There are two levels of job roles within IMI Accreditation Parts: Parts and Senior Parts.
- You will need to keep up to date with training and knowledge throughout your career.

Getting On

After getting experience, you could become a supervisor or a manager, or move into a more customer-focussed role.

More Information

For more information please see organisations listed below:

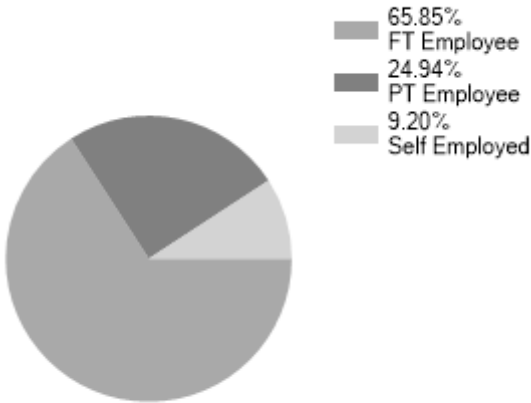
- [Autocity](#)

- [GTG Training Ltd](#)
- [Institute of the Motor Industry \(IMI\)](#) (Scotland)

Contacts

Statistics

Employment Status UK %



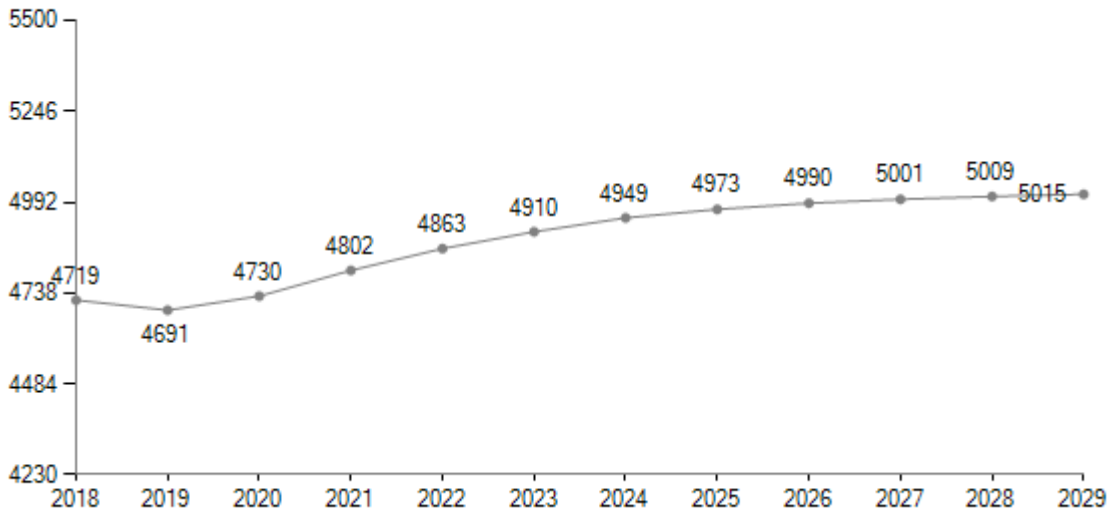
Past Unemployment - Scotland

Date	Unemployed
Dec 2018	1.11%

LMI data powered by [EMSI UK](https://www.emsi.co.uk)

LMI data powered by [LMI for All](https://www.lmiforall.com)

Predicted Employment in Scotland



LMI data powered by [EMSI UK](https://www.emsi.co.uk)