

## **Parts Department**

*Salary based on experience*

### **Duties include but not limited to:**

- Able to run efficient parts department
- Demonstrate inventory control, staff utilization, security, pricing, merchandising, billing and advertising

### **Requirements / Qualifications:**

- Be able to pass a drug test and have a good driving record
- Forecast goals and objectives for the company to strive and meet them
- Ability to work closely with Shop Foreman and Lead Mechanic to ensure timely turnaround of parts needed for internal jobs.
- Verify and keep current Rolling Stock Certificates with vendors
- Assist in handling customer complaints
- Enforce pricing policy that balances volume, customer loyalty
- Monitor inventory to minimize unavailable parts
- Leadership Skills
- Strong Customer Service and interpersonal Skills
- Manage Time Efficiently
- Able to Multi Task
- Strong Organizational Skills
- Possess Basic Computer Skills
- High School Diploma or the equivalent
- Experience in an automotive parts department
- Some Sales Experience a plus