

# Parts / Retail Associate

## Responsibilities

- Greeting customers as they enter the parts department and over the phone. Using their name appropriately while providing quick service and thanking them for their business
- Ordering parts and accessories
- Billing and checking out customers
- Handling money properly, making correct change, balancing cash drawer daily
- Stocking shelves with retail parts and accessories
- Keeping up on retail inventory
- Maintaining a clean workplace
- Assisting customers as needed and resolving any issues that may arise
- Updating the parts system on the computer
- Managing the Parts Department
- Following up on calls to customers to provide feedback
- Representing all product lines in a helpful, knowledgeable manner
- Completing paperwork, call logs, lost sales, and other documents in a timely manner
- Staying up to date on incentives, programs, equipment, and problem solutions
- Making hydraulic hoses to specifications
- Loading / unloading for customers, vendors, and shipping providers

## Qualifications

- Communication Skills
- Computer Skills
- Math Skills
- Positive Attitude
- Can operate equipment to unload trucks
- Able to work 40 hours or more a week
- Sales experience
- Able to multi task
- Organized

## Company Benefits

- Competitive pay
- Health and dental insurance
- Vision, life and short term disability
- Per diem
- Simple IRA plan option
- Paid vacation
- Paid holidays