

PARTS CLERK / OUTSIDE SALES REPRESENTATIVE

Job description:

- \$17.00 to \$25.00 per Hour (to be negotiated) / 40 hours per week
- Permanent Full time employment
- Hours to be determined
- Health benefits
- Experience with mechanics, agriculture, welding or heavy duty applications is a definite asset. Training available for someone without that experience, but one must come with a strong work ethic and aptitude to learn.

Responsibilities:

- Perform sales functions in a business to business customer-facing environment
- · Actively manage and grow pre-existing customer base and accounts
- · Prospect and develop new, exciting business relationships
- · Work with our company's database to find and sell parts to customers. You will be utilizing technical, mechanical and clerical skills to address parts requests and invoicing to customers
- · Provide excellent customer service and automotive parts knowledge while meeting the needs of all telephone and walk-in customers
- · Locate, order, pick and distribute parts
- Help other team members provide outstanding service; Work towards continuous improvement; Communication and team work is necessary.

Qualifications required:

- · Excellent written and verbal interpersonal, communication, problem-solving and presentation skills are required, as well as excellent customer service.
- · Ability to identify a client need and provide them a solution
- · Attention to Detail, Computer, telephone/listening skills
- Computer and technology, internet knowledge
- Willing to travel.

Work Conditions and physical capabilities

- Attention to detail
- Fast paced environment
- Repetitive tasks
- Standing for extended periods of time
- Work under pressure
- Handle heavy weights