

## **Job Posting - Parts Person**

Carmac Diesel is a full-service commercial truck and trailer repair centre and Licensed CVI facility. We pride ourselves on providing exceptional quality service and fleet maintenance solutions to our customers in the Campbell River and surrounding areas.

We're looking to add an HD Parts person to our growing team, someone who thrives on providing superior customer service, is a great problem solver sourcing out parts and dealing with suppliers, and enjoys being part of a hard-working successful team.

As an HD Parts person, you play an integral role in selling parts which includes determining parts requirements with customers and technicians, selling parts, expediting and providing order processing services. This position reports to the Parts Manager.

### **Job Responsibilities:**

- Sourcing and sales of all parts and accessories to existing and prospective customers through exceptional service
- Assist technicians/external customers with parts requirements/inquiries
- Generating quotes and completing orders promptly and accurately for internal/external customers
- Telephone sales – inbound/outbound
- Build strong business relationships with customers and suppliers
- Shipping/receiving/warehousing, processing all related documents ensuring shipments are complete and accurate
- Willing to go above and beyond for the customer
- Process parts returns

### **Qualifications:**

- Minimum 5 years experience with heavy duty equipment or truck parts counter sales with a high degree of product knowledge. An equivalent combination of education and experience will be considered
- Strong oral/written/online communication skills
- Detail oriented and able to work efficiently in a fast-paced environment
- Solid organizational, interpersonal and time management skills
- Ability to work independently under minimal supervision
- Valid driver's license
- Warehouse/Shipping/Receiving experience
- Willing to work flexible hours and perform other miscellaneous duties in support of business needs
- Strong computer skills using in-house and online software including Microsoft Office, with a willingness to learn new supplier and in-house software
- Strong Health, Safety and Environmental skills
- Impeccable punctuality and attendance
- Certified to operate forklifts or other warehouse machinery would be an asset

### **How to apply:**

Email: [carmacdiesel@gmail.com](mailto:carmacdiesel@gmail.com)