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# JOB DESCRIPTION: PARTS SPECIALIST

# DEPARTMENT: PARTS DEPARTMENT

# REPORTS TO: ASST. PARTS MANAGER

# Primary Function

# Sells parts to businesses and individuals from the parts sales office by performing the following duties.

# Essential Duties and Responsibilities

# Assist customers at the counter and on the telephone in selecting the right parts and delivery option.

# Maintain parts data base and assign part numbers and descriptions.

# Track open purchase orders and close purchase orders. Match receipts to purchase orders and resolve discrepancies.

# Pulling Orders and Cycle counting.

# Provide technical help when applicable to customers with assistance from the Service Department.

# Participate in special projects or assignments as requested.

# Communicate clearly in all aspects of position to all customers in person, by phone, email, FAX and written correspondence.

# Qualifications

# Must have intermediate computer skills, such as Microsoft Office and the ability to learn to drive a forklift.

# Education and/or Experience

# One year of related experience and/or training.

# Physical Demands

# The ability to lift up to 50 pounds, climb in and out of trucks, up and down a ladder, squat, bend and reach above your head. Also, sitting and keyboarding for long periods of time.