

Parts Clerk

Hitrac

Job Description

The Parts Counter staff is responsible for a variety of duties, which includes providing price quotations, checking inventory for product availability, providing delivery dates to customers, and verifying prices. You will receive and process orders by phone, e-mail, fax or in person. The Parts Counter Person prepares and maintains sales orders, customer lists and purchase orders with receipts. The right candidate will have great attention to detail and have strong parts research skills via parts manuals and web based electronic catalogues. Parts Experience is an asset.

Main Duties:

Storekeepers and partspersons perform some or all of the following duties:

- Receive and sort incoming parts and supplies
- Store items in an orderly and accessible manner in a warehouse, tool room, supply room or other area
- Process incoming requisitions and issue or distribute parts and supplies for internal usage
- Maintain records of orders and the amount, kind and location of parts and supplies on hand using manual or computerized inventory system
- Prepare requisition orders to replenish parts and supplies
- Sell spare and replacement parts for motor vehicles, machinery and equipment in a retail setting
- Advise retail customers or internal users on appropriateness of parts, supplies or materials requested.

Partspersons may specialize in a particular line of parts such as automotive parts, recreational vehicle parts, marine parts, heavy equipment parts, agricultural machinery parts, heating, ventilating and air conditioning parts or refrigeration parts.

Employment Requirements

- Completion of secondary school is usually required.
- Completion of a three-year apprenticeship program
or
Completion of specialized training in high school and a one-year college program for partspersons may be required.
- Trade certification for partspersons is available, but voluntary, in all provinces and territories.

- Experience in a related clerical occupation, or as a warehouse worker, may be required for partspersons.
- Red Seal endorsement is also available to qualified partspersons upon successful completion of the interprovincial Red Seal examination.

Hours: Full Time

Contact:

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