

DUCHARME MOTORS LTD.



JOB POSITION: Parts Personnel
LOCATION: 5714-50 Avenue, Bonnyville, Alberta
REPORTING TO: Parts Manager

Ducharme Motors Ltd. is expanding an outstanding team. With our new large fifteen bay facility, Well equipped service departments, committed staff and extended service hours, clearly reflect our goal of total customer satisfaction! We are committed to ensure that vehicle problems are quickly identified & fixed!

As the Parts Personnel of this growing & well respected dealership in Alberta, you will be a member of a highly-motivated team, driven toward a customer focus. This position offers both challenge, and career growth. The knowledge you bring to the team of parts & customer service, your hands on approach, and your overall performance drive will ensure your success in this amazing opportunity. This position offers a competitive salary and benefits package!

Qualifications:

1. Minimum 1-2 years of related work experience
2. Grade 12 or GED required
3. Must be willing to participate in manufacturer training as required by employer
4. Knowledge of Point of sales machines (POS), interac, and cash register operation
5. Knowledge of automotive parts and various aspects an asset
6. Ability to maintain and track parts inventory
7. Ability to order, ship and receive of automotive parts
8. Basic Computer Knowledge skills are essential
9. Ability to work in a fast paced environment with tight time constraints
10. Ability to work as part of a team or independently
11. Customer focused and detail orientated
12. Customer service & telephone etiquette skills are essential
13. Interpersonal, organizational and communication skills required

Working hours: flexible shifts

Posting Date: N/A

Position Closed: Until filled

Please fax current resume quoting position with salary expectations to Human Resources at (780) 826-7430 or email humanresources@ducharmemotors.com

Please Note: All applicants applying for the position of Parts Personnel should read and understand this job description. The listed responsibilities and duties as outlined in this position are to be performed by the successful candidate. However, responsibilities may be added or deleted from this job description without prior notification.

For further information on the town of Bonnyville Alberta, Canada, please visit www.town.bonnyville.ab.ca