

DUCHARME MOTORS LTD.



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

Duties/ Responsibilities:

1. Aid mechanics/ technicians in determining the appropriate parts required for repairs
2. Provide fast and effective service to technicians
3. Confirm with Service Department parts required, if there is an out-of-stock item, confirm with the customer before part is ordered
4. Notify Service Department and customer once the part has been received
5. Greet all customers promptly, sell parts through shop, by phone or over the counter
6. Deliver and pick up orders as required
7. Assist walk-in customers with the selection of parts and suggest companion requirements, relay specials to ensure customer knows product line
8. Provide price quotes when required
9. Provide information of parts to customers when required
10. Determine the availability on out-of-stock items (if requested by customer submit a emergency order)
11. Provide guidance to outside sales representatives regarding orders
12. Prepare orders daily for shipment, delivery, and pick-up
13. Retrieve parts purchased from stock, and assist Parts Manger in ordering parts if required
14. Keep stock room organized and tidy, ensure there are no loose items or boxes on the floor,
15. Issue credit for parts returned if required, check all invoice information and verify purchase, method of payment, and original invoice number for future reference
16. Attend all departmental meetings
17. Ensure that all employees comply with Occupational Health and Safety guidelines.
18. Follow all company and manufacturer policies and procedures
19. Perform other duties as required

Please Note: All applicants applying for the position of Parts Technician 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

**** ALL Parts Technicians are required to Complete Web Based Courses on a monthly basis. ALL CERTIFICATIONS are to be completed prior to year end****