

Parts Specialist

Location: Wayland

The primary responsibilities of this employee would be to assist customers with their parts needs, as well as receive and store parts in their designated locations. Other duties include shipping parts and assisting with setting up displays in the showroom.

Main Responsibilities

- Respectfully assist customers with their parts needed promptly
- Navigate multiple manufacturers' parts systems to find part numbers.
- Answer phone calls from customers looking for parts and provide them with quotes.
- Pull and fill orders from stock and do bin checks weekly.
- Have current product knowledge and understand the benefits of similar parts.
- Supply service technicians with parts daily.
- Operate a forklift to load larger customer orders into vehicles.
- Communicate on time with other parts manager about the use of PTO/sick days.
- Other duties assigned by the parts manager.

Physical Demands

- Ability to stand or sit at parts counter, be able to lift 50lbs, climb ladders, and operate a forklift

Benefits

- 401K
- Health, Dental, Vision Insurance
- Paid Time Off (PTO)
- Employee Discounts
- Manufacture and dealer merch provided to wear

Salary/rate

- Based on experience