Parts Advisor – Amherst Chrysler

Do you have effective listening and communication skills?  Do you have strong organizational and mathematical ability?  Are you able to prioritize and multi-task effectively?  Are you capable of carrying parts up to 50lbs and can stand during work hours?  Are you computer literate?  Have you been working in the parts industry or have a keen interest?  If you answered yes to all these questions then we have a career opportunity for you as a Parts Advisor at our very busy Chrysler store located in beautiful Amherst NS.

Responsibilities include:

-          Aid technicians in determining parts required for repairs

-          Provide technicians with necessary parts with minimal wait times.

-          Confirm with the Service Department on repair parts and customer commitment to the repair prior to ordering special order parts.

-          Notify the Service Department and/or customer when parts have been received.

-          Assist with incoming phone calls to the Parts Department.

-          Cover retail parts counter when required.

-          Assist the Parts Manager with daily parts orders and with weekly stock orders.

-          Update master parts files when required.

-          File company copies of parts counter invoices.

-          Assist in preparing for scheduled parts inventory.

-          Follow all company and manufacturer policies and procedures.

-          Perform any other duties as required.

Qualifications:

-          Must be efficient, accurate and timely in processing paperwork and fulfilling customer, service department and technician requests.

-          Minimum high school diploma required.

-          Experience an asset but not a requirement (depending on candidate)

-          Must have a valid driver’s license.

Compensation and benefits:

-          We offer a competitive salary depending on years of experience.

-          Company health plan.

-          Training.

-          We can match current vacation benefits if required depending on years of experience.

-          Employee pricing on new vehicles and service.

Please apply in strict confidence to:  robert@amherstchrysler.com

Mr. Robert Burke

Parts Manager

Amherst Chrysler

118 Robert Angus Drive

Amherst NS

B4H 4R7

Although we greatly appreciate and welcome all applications only those selected for an interview will be contacted.  Thanking you in advance.