



# Job Description

Issue Date : 11/29/2016  
Revision # : 0  
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**Job Title:** Back Counter Parts Full Time Non-Exempt Position

| Prepared By | Date       | Departmental Review       | Date       | Management Review | Date       |
|-------------|------------|---------------------------|------------|-------------------|------------|
| HR Director | 11/29/2016 | Assistant Service Manager | 11/29/2016 | HR Director       | 11/29/2016 |

**Reports To:** Assistant Service Manager

**Supervisory Status:** No

### Description:

This position will be responsible for securing the parts inventory on-property. Handles service department parts orders, parts receiving and distribution to Front Parts Counter.

### Duties

- Researches the cost of parts from vendors for specific units needed for retail
- Issues all PO's authorized by Front Parts Counter for local vendors.
- Place shop supply requests to the purchasing department for the shop needs.
- Match PO's with packing slips for incoming shop supplies and verify that counts are accurate.
- Keep shop supply inventory in order and properly marked with part numbers.
- Secure shop tool inventory and manage when needed.
- Responsible for maintaining appropriate levels of shop supply inventory.
- Pull required parts, and relieve on work order in System 2000.
- Transfer all needed parts from main warehouse to shop inventory.
- Distribute parts to the Front Counter Parts employee.
- Review parts request from Front Counter Parts to give parts status updates.
- Perform other duties as assigned from time to time by the warehouse manager.

### Education/Experience Required:

- Understanding of the parts that they will need to order and how/where to acquire parts required by our service department.
- Professional demeanor and cooperative attitude.
- Computer skills: MS Excel, MS Word. Good typing skills.
- Understanding of mechanical/parts aspects of vehicles.
- Detail oriented, highly organized and responsible.
- Ability to calculate figures and amounts such as product markups and discounts, proportions and percentages.
- High School Diploma or equivalent.

### Physical Requirements:

- Must be able to lift, push and pull a minimum of 50 pounds
- Will be required to do frequent kneeling, stooping, squatting, crawling to perform multiple tasks of position.
- Must have good manual dexterity.