



Job Description

Issue Date : 11/29/2016
Revision # : 0
Last Revised : n/a

Job Title: Back Counter Parts (AZ) 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: 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 at the parts warehouse.

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.
- Must be able to keep the parts warehouse clean and organized.
- Must be able to operate a forklift.
- 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.

I have read this job description and understand that the duties and responsibilities set forth may be subject to change by management at any time.

X _____
Candidate's Signature Date