



POSITION TITLE: **Parts Advisor-Full Time**

DEPARTMENT: **Ardmore Parts**

Brief description of essential responsibilities:

- Parts Counter Sales-record all sales using company provided systems/tools
- Ensure internal and external customers receive the correct parts in a timely manner
- Receive, ship and store parts as needed
- Mark and store parts in the warehouse according to prearranged system and assist with routine inventory counts
- Assist in keeping both the parts lobby and warehouse area clean and professional
- Maintain a positive and professional working relationship with peers, management and support resources with a commitment to teamwork and exemplary customer service
- Perform all other duties as assigned by management in a professional and efficient manner

Special knowledge, skill, ability, quality or strength requirements:

- Formal parts training and/or industry experience
- Understanding of mechanical and technical terms
- Strong computer skills
- Good organizational skills
- Customer service skills
- Interpersonal skills

Education and experience required:

- Any parts experience a plus, heavy equipment parts experience is preferred
- High School Diploma Required but College Education Preferred