

## PARTS SPECIALIST BACK COUNTER

**Work Location:** Main Building  
**Division/Department:** Parts Department  
**Reports to:** Parts Manager  
**Position:** Full time

If you are customer orientated, a quick learner, capable of multitasking (while maintaining high accuracy) and have efficient computer skills, we are looking for you! As with most businesses, we help each other out.

**Versatility and willingness to assist in other departments is important.** It is what makes us a solid productive team at Silvers.

### DUTIES AND RESPONSIBILITIES:

- Wait on Customers / technicians at Back Parts Counter.
- Answering phone in a timely manner.
- Looking up, picking / sourcing and billing parts.
- Inventory control.
- Delivering parts to Technicians on the shop floor.
- Handling and processing core returns.

### SKILLS AND EXPERIENCE:

While experience is not critical and we can train in our procedures, the following skills / experience will contribute to job success and satisfaction:

- Familiarity with truck and / or bus parts will be considered an asset.
- Demonstrate a strong attention to detail.
- 2 or more years counter parts sales experience.
- Ability to lift up to 50 lbs.
- Manage time effectively while working in a fast-paced environment.
- Ability to understand technical aspect of heavy equipment.
- Ability to be flexible and focus on improving the customer's requests.
- Good phone etiquette.
- Forklift skills are helpful.
- Computer skills and in particular CDK will be considered an asset.

We offer competitive wages, factory training, full benefits package (RRSP matching program, Life & Disability, Medical/Dental), Boot Allowance, Factory Training and Employee Discounts !!

If this sounds like a perfect fit with your experience, please send your résumé and references to:

**Silvers' Garage (2008) Limited**

273 North Street, Bridgewater, NS, B4V 2V7

Attn: Angus Cameron, Parts Manager

Email: [angus@silversgarage.ns.ca](mailto:angus@silversgarage.ns.ca) Fax: 902-543-6114 Office: 902-543-7126 ext 229