



**Job Title:**

**Automotive Parts Consultant**

**Job ID:**

**MFS907**

**Description**

- Handling customer inquiries for parts and accessories to sell retail parts
- Supporting and supplying parts for our team of technicians
- Supporting our wholesale and body shop parts business
- Parts ordering, stocking, invoicing, inventory management
- Supporting the counter retail store
- Daily parts delivery/shuttle
- Other administrative duties

**Qualifications**

- Customer focused, team player with a positive attitude and strong work ethic
- Excellent communication skills and an ability to work in a face paced environment
- Organized with the ability to multi-task effectively to deliver excellent customer service
- General automotive system knowledge with previous parts counter experience is desired
- Excellent computer skills and attention to detail
- Aptitude for numbers to ensure accuracy for ordering, inventory and invoicing is desired
- G Level Driver's License (required)

**Date Posted:**

**September 2, 2022**

**Location:**

**St. Thomas**

**Wage:**

**Hours:**

**Education:**

**Other:**

**To Apply:**

With the job number in the subject line, email resumes to [job@employmentserviceselgin.ca](mailto:job@employmentserviceselgin.ca)

**Apply By:**

**October 2, 2022**