



Arnstein Lawn and Garden Company Inc.
PO Box 1258, 100 Hwy. 17 E. (at Hwy. 11 S.)
North Bay, ON P1B 8K5
Phone (705) 472-8500 | Fax (705) 472-9975
info@arnstein.ca | www.arnstein.ca

JOB DESCRIPTION MARCH 2024 POSITION – SMALL ENGINE PARTS & SALES COUNTER REP

GENERAL DESCRIPTION

The purpose of the available position is to provide parts sales to counter customers and the service department. The successful applicant will also provide backup sales assistance to the sales representative for these products.

RESPONSIBILITIES (Include but are not limited to):

- Duties are around small engines (chainsaws, trimmers, portable power, lawn mowers, snow blowers, lawn tractors, etc.)
- Counter, email, and telephone call taking for customers looking to purchase parts.
- Electronic parts catalogue lookup of parts.
- Processing parts orders based on stocking criteria and point of sale (counter and in-shop) order fills.
- Correspondence with customers via in-store, telephone or electronically for order taking, parts lookup and order fulfillment.
- Working with the service department to secure parts to fill shop work.
- Backup assistance to sales representative for these products as required.

QUALIFICATION AND REQUIREMENTS

- A minimum of 5 years professional experience working with duties and responsibilities as noted would be a significant asset.
- Interpersonal skills and ability to multi-task for working with customers and co-workers in a professional and courteous manner.
- Attention to detail.
- Bilingualism (English and French) is an asset but not a requirement.
- General service and parts understanding.
- Computer proficiency.
- WHIMIS certification (will provide by employer if required)



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LINES OF COMMUNICATION

- Applicant will report directly to the Owner.
- Applicant will work under supervision and direction of the sales representative of these products.

WORKING TERMS/CONDITIONS

- Inside, parts area, North Bay, Ontario
- Monday to Friday 8AM to 5PM
- Position is permanent full-time with an anticipated start date as soon as possible.

SALARY/BENEFITS

- Gross salary rate to be determined based on qualifications.
- Paid weekly, week following.
- Benefits include health, dental, disability, critical illness, and life insurance. Premiums paid by company.

APPLICATION PROCESS

- Apply in writing by submission to jobs@arnstein.ca