

## **Arnstein Equipment – Job Description – August 2018**

### **Job Title**

Inside Parts Sales Representative

### **Objective**

The purpose of the available position is to provide parts sales to counter customers and the service department.

### **Duties and Responsibilities**

Duties include but are not limited to:

- Counter, Email and Telephone call taking for customers looking to purchase parts.
- Electronic parts catalogue lookup of parts.
- Price calculations (dealer net and customer selling) 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 service department to secure parts to fill shop work.

### **Qualification and Requirements**

Successful applicants will be required to have the following skills:

- Minimum 5-years professional experience working with duties and responsibilities as noted.
- 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 be provided by employer if required)

### **Lines of Communication**

Applicant will report directly to the Owner

### **Working Terms/Conditions**

Inside, parts area, North Bay, Ontario

Monday to Friday 8AM to 5PM and alternating Saturdays (9AM to 1PM) seasonally

Position is permanent full-time with 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 David Culin via email to: [david@arnstein.ca](mailto:david@arnstein.ca)