

One Year Fixed Term Contract

S.A.L Trading Limited is seeking a professional, responsible and organized **GARAGE PARTS PERSON** to join our team of mechanics in the Garage.

Key Duties and Responsibilities:

Ordering parts, tracking the parts from the initial quote request until the parts arrive at the garage. Inventory, re-ordering stock parts and consumables as required. This parts person will spend approximately half of the day on the computer or phone researching parts, ordering and tracking parts and the other half day stocking shelves, staging parts orders such as filter service kits for the mechanics to perform the maintenance of the equipment. This person will conduct weekly and monthly inventory checks for stock and re-ordering. This person will be required to lift up to 50lbs. Anything heavy or awkward to lift, assistance will be provided. On certain occasions delivering or picking up parts from shops around Bermuda in one of our vans will be required. As we are limited in staff size other duties may be required and this person must be flexible and not set on a rigid job description.

Minimum Qualifications and Experience:

The successful candidate must have a valid driver's license and a clean driving record. Basic to intermediate computer skills are essential, specifically Microsoft Word and Excel and be comfortable with emailing.

Required Competencies, Skills and Abilities:

We encourage all interested persons to apply for this position and previous experience in parts procurement, warehousing, or automotive/garage experience would be an asset. Punctuality and good work ethic are a must. Training and assistance will be provided for the right candidate. References will be required and verified.

Interested applicants should forward a full resume to:

Garage Manager

S.A.L. Trading Limited

P.O Box 1190

Hamilton HM EX

Or via e-mail to greg@sal.bm

Closing date: July 2, 2021