



Parts Store-man

The Parts Store-man assists with internal and external customers with receiving, sale, and delivery of parts and accessories that contribute to the efficient, safe and profitable operation of the Parts department.

Key Responsibilities:

- Prepare quotes, prices, proposal and information regarding terms of sales
- Ensure customer (internal and external) requests are appropriate with their parts needs or services
- Assist in control of inventory and stock checks
- Ensure sales and receiving of parts are performed in an efficient manner
- Able to identify which parts are in inventory, require reordering, or must be special ordered
- Works closely with Parts Manager and team for new business and inventory
- Performs routine housekeeping tasks that maintains and enhances the cleanliness of products and retail store
- Provide service technicians with parts in an expedited and efficient manner
- Assist in keeping parts department and warehouse clean and orderly
- Liaise with other departments for parts pricing, availability and estimates
- Through collaboration with the Service department, become aware of seasonal requirements for parts that arise as a result of recalls or specials
- Build and Maintain a rapport with internal and external customers
- Ensure to complete special-order parts process from start to finish, i.e., customer contact details, liaise with shipping vendor on parts estimated arrival and customer follow up to collect parts ordered
- Prepare part orders by checking availability of parts on computerized stock records
- Perform other tasks as required by Parts Manager

Job Requirements:

Minimum Education: High School diploma or equivalent, logistics certificate Minimum Experience. At least one (1) year parts counter experience, retail sales and warehouse experience.

Skills and Abilities:

- Physical Demands entails: standing, bending, squatting, stretching and some heavy lifting.
- Must demonstrate professional behavior and provide a high level of customer service.
- Must possess strong time management skills with the ability to manage multiple projects.
- Produce accurate work and meet deadlines.
- Must be detailed oriented, able to maintain, monitor and continually update parts inventory.
- Computer knowledge in Microsoft Office Suite, must have knowledge in the use of Electronic Parts Catalog (EPC) system.
- Committed to providing high-quality work and excellent oral and written communication skills.

Interested persons should apply in writing with references to:

Jeffrey Borges
Head of Human Resources and Payroll
Gibbons Management Services Limited

Closing Date
January 15, 2022

E-mail: jborges@gibbons.bm



BermudaMotors