

Technics Auto Centre Ltd.

12 Curving Avenue, Pembroke HM19

Phone: 2975006

requires Auto Parts Specialist

Requires Qualifications and Experience:

- Automotive Parts or Auto mechanic Certification
- Or minimum 5 years continuous experience dealing with auto parts

Duties and Responsibilities:

Research and create an entire new spare parts inventory

- Interviewing customers about auto parts needs
- Process customer's spare parts orders
- Providing technical support to customer regarding products
- Work with management to develop new products
- Maintaining fiscal and electronic auto parts locations
- Assisting with the development of sales proposals, bids
- Process new arrival spare parts order
- Use hard copy and electronic auto parts catalogs
- Cross-reference spare part on a different brand
- Use Microsoft excel and word programs
- Pick up and delivers parts when needed
- Maintains a professional appearance
- Keeps work area clean
- Excellent communication and problem-solving skills
- Work independently without supervision

Closing date: November 14, 2022.