

## Job Description

# PARTS COUNTER SALESPERSON

**Job Title:** Parts Counter Salesperson  
**Department:** Parts  
**Reports To:** Parts Manager  
**Supervises:** None

### *Job Function:*

Performs a variety of in-store customer service, marketing, promotional, advertising, and stocking duties related to the receiving, sale, and delivery of parts and accessories.

### *Essential Duties:*

1. Sells products and/or services to meet customer needs.
2. Records sales and/or counter transactions.
3. Supplies Service Technicians with parts as required.
4. Assists with preparing and maintaining merchandise displays.
5. Verifies receipting-in of shipments and assists with placing Machine Down and Stock Orders in their proper inventory locations.
6. Participates in all job-related training and development.
7. Performs routine housekeeping tasks.
8. Maintains condition of department vehicles, inventory, tools and equipment

### *Skills and Qualifications:*

- At least 1 year experience in Parts Department operations preferred.
- Ability to use standard desktop load applications such as Microsoft Office and internet functions.
- Ability to work extended hours and weekends.
- Excellent customer service skills.
- High School Diploma or GED equivalent.
- Ability to analyze and interpret basic Parts Department reports.