



Burrows Tractor

Job Title:	Parts Counter	Job Category:	PARTS
Location:	Wenatchee	Travel Required:	Light to Moderate
Supervisor	Corporate Parts Manager	Position Type:	Full Time Hourly
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>This position will specialize in.....</p> <p>PRIMARY DUTIES:</p> <ul style="list-style-type: none"> • Establish and maintain good customer relations to promote returning customers to the dealership. • Distribute and rotate stock on the sales floor as instructed by the Parts Manager. • Participate in Monthly/Quarterly parts inventory. • Process cash invoices and sales for all customers that walk into dealership. <p>SECONDARY DUTIES:</p> <ul style="list-style-type: none"> • On occasion will be asked to answer incoming phone calls, to the dealership. • Sweep and mop the parts area as well as the sales floor. • Break down all cardboard boxes and empty all crash/recycling receptacles. • Contact customers when ordered items have arrived at dealership. <p>ADDITIONAL NOTES</p> <p>As needed you also may be required to help with the following items.</p> <ul style="list-style-type: none"> • Lift, carry and otherwise transport work-related materials that frequently weigh up to 25lbs and may occasionally weigh in excess of 80lbs. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Three years of relevant job experience. • A valid driver's license and proven safe driving record. • Demonstrated time management and organization skills. 			