



**PARTS BACK COUNTER (Night Shift)
Moncton, NB**

Find your drive at **Parts for Trucks**, Eastern Canada's leading distributor of heavy-duty truck & trailer parts with over 100- Years in the industry and variety like no other. We supply parts, truck-mounted equipment and repair service to customers across all areas of the trucking industry. We have an opening for a Back Parts Counter at our **Moncton, NB** location on the night shift.

Responsibilities Include:

- Perform Service Writer function. Greet customers and respond to inquiries, obtain details of vehicle repair or maintenance requirements, schedule appointments, prepare and follow-up on work orders using computerized system.
- Provide counter service internally to Service Technicians. Receive and promptly process requests for parts required for shop work in progress.
- Serve customers in-store or by telephone to provide information on current or new products/services, supplier features, and promotions. Search for parts through computerized inventory, catalogues, or on-line resources.
- Work with front counter staff to pick orders, put parts away, maintain a clean environment and perform general warehouse functions as needed.
- Develop product knowledge through training, research and reading trade publications.

Qualifications:

- Completion of Grade 12, or equivalent, plus related training and/or experience in parts counter sales.
- Knowledge of heavy-duty truck/trailer parts, and the heavy truck repair industry, or experience working in an automotive parts environment would be considered an asset but not required
- Strong customer service and communication skills required for frequent interaction with customers, front counter staff and service team members
- Computer skills and inventory control experience would be an asset

Parts for Trucks offers a competitive compensation package, including group benefits and a Retirement savings plan. This is an evening shift, Mon-Fri, 4:00 p.m.-12:00 a.m. If you are interested in this opportunity, apply in writing with a resume to:

Parts for Trucks
Karen Larter, Human Resource Generalist
15 MacDonald Avenue
Dartmouth, NS B3B 1C6
HR@partsfortrucks.com

Parts for Trucks is an equal opportunity employer. We value a diverse and inclusive workplace and are committed to equitable hiring practices. We thank all applicants for their interest. Only those selected for interview will be contacted. Visit our website at www.partsfortrucks.com.